

FORSCOM REGULATION 500-3-4

**FORSCOM MOBILIZATION AND
DEPLOYMENT PLANNING SYSTEM
(FORMDEPS)**



**VOLUME IV
INSTALLATION COMMANDERS HANDBOOK**

**FORCES COMMAND
FORT McPHERSON, GEORGIA
15 DECEMBER 1999**

Department of the Army
Headquarters, United States Army Forces Command
1777 Hardee Avenue, SW.
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*FORSCOM Regulation 500-3-4

Emergency Employment of Army and Other Resources
INSTALLATION COMMANDER'S HANDBOOK

Summary. This regulation is the Installation Commander's Handbook. It provides information and guidance to installation commanders and their staffs to facilitate the development of plans for the reception, processing, housing, training, validation, and deployment of mobilized units.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Supplementation. Local supplementation of this regulation is prohibited without prior approval from the Deputy Chief of Staff, Operations, FORSCOM. Requests for exceptions, with justification, will be sent to CDR, FORSCOM, ATTN: AFOP-PLM, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

Restrictions. Approved for public release; distribution unlimited.

Suggested improvements. The proponent agency for this regulation is the Deputy Chief of Staff, Operations, FORSCOM. Users are invited to send comments and suggested improvements to CDR, FORSCOM, ATTN: AFOP-PLM, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

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Distribution is Special, intended for command levels A, B, C, D and E for CONUSA, USAR, FORSCOM installations, FORSCOM units on non-FORSCOM installations, ARNG, and HQ FORSCOM. This publication is not stocked for resupply. It is available for download from the FORSCOM Extranet at <http://freddie.forscom.army.mil/mob>.

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1. Chapter 1 Introduction

1.1 Purpose

- a. The Forces Command Mobilization and Deployment Planning System (FORMDEPS) provides planning guidance and instructions to major Army commands (MACOM), Continental United States Armies (CONUSA), installations, and Reserve Components. It summarizes and supplements the guidance in the Army Mobilization and Operations Planning and Execution System (AMOPES).
- b. This regulation provides guidance for planning and execution of mobilization and deployment for installation commanders. It has a sample basic plan with sample annexes in various degrees of detail.

1.2 References

A list of related publications is in Annex W of the FORSCOM Mobilization Plan (Volume I).

1.3 Explanation of abbreviations and terms

Abbreviations and special terms used in this volume are listed in Annex V of the FORSCOM Mobilization Plan (Volume I).

1.4 Conflicting guidance

- a. FORMDEPS users are requested to notify HQ, FORSCOM, ATTN: AFOP-PLM of any conflict between the guidance in this volume and other source documents.
- b. Should conflicts arise between the provisions of this document and the Joint Strategic Capabilities Plan (JSCP); Joint Operations Planning and Execution System (JOPES), Volumes I through IV; AR 1-1; or

AMOPES, the provisions of those documents will prevail.

- c. Where the instructions in this publication conflict with Army regulations, or with guidance previously furnished by HQDA, other than those in paragraph 1-4b, the provisions here will prevail pending resolution of the conflict.
- d. Documents which conflict with FORMDEPS will result in changes to the appropriate documents.

1.5 Implementing instructions

All supporting operations, deployments, and mobilization plans of subordinate commands, installations, and units will be prepared in accordance with the guidance and procedures contained in all volumes of FORMDEPS

1.6 Reproduction

Commanders are authorized to reproduce FORMDEPS documents in whole or in part.

1.7 Review, revision and enhancements

- a. The DCSOPS, HQ FORSCOM is responsible for overall maintenance and enhancement of FORMDEPS. He will remain cognizant of changes in the guidance of supported unified commands and AMOPES and will direct appropriate changes or revisions to FORMDEPS.
- b. FORMDEPS will be reviewed and evaluated as a part of FORSCOM participation in all mobilization and deployment exercises.
- c. Users of FORMDEPS documents are encouraged to submit comments and

recommended changes through channels to HQ FORSCOM, ATTN: AFOP-PLM, Fort McPherson, GA 30330-1062.

2 Chapter 2: Installation Mobilization Plan and Format

Section I: Installation Mobilization Plan

2.1 General

- a. The Army Mobilization Operations Planning and Execution System (AMOPES) directs major Army commands to prepare mobilization plans and to require subordinate commands, agencies, and installations having mobilization responsibilities to prepare implementing mobilization plans.
- b. In keeping with the strategy contained in the FORSCOM Mobilization Plan, installation plans must contain the flexibility to accommodate any level of mobilization. Plans must contain broad planning concepts and recognize during execution many actions will be centrally controlled by HQ FORSCOM and HQDA with finite decisions based on the existing situation.
- c. Particular attention must be given to concepts for expansion of the installation structure to assist in mobilization execution. Individual Mobilization Augmentees (IMA) and augmenting Garrison Support Units (GSUs) must be trained in individual duties and be fully prepared to accomplish assigned functions on short notice.
- d. Installation mobilization plans will be prepared by mobilization stations (MS) in the format established in section II. The plan must address situations unique to the specific installation or activity, including provisions for coordination with other Federal activities.
- e. Selected installations designated in Annex A of the FORSCOM Mobilization

Plan (FMP) have responsibilities to support personnel and logistics systems for units mobilizing at their installations. Established procedures are required by these installations to ensure accomplishment of the mobilization missions.

- f. Plans orient on staff responsibilities during the various phases and levels of mobilization. This includes responsibilities for development of unit guidance and review of unit requirements. Guidance to the units is generally not included in the installation plan but is provided in the mobilization station packet or other documents developed specifically to support Reserve Component (RC) units. The packets or guidance are provided minimally on a triennial basis or upon assignment of a unit to the mobilization station.
- g. The installation's mobilization plan is not a substitute for the Mobilization Master Plan required in the US Army Corps of Engineers Mobilization and Operation Planning System (CEMOPS). Both are distinctly unique documents.
- h. Many sources of information influence the development of an installation mobilization plan including:
 - (1) The FORSCOM Mobilization and Deployment Planning System (FORMDEPS). Volumes I, II, and III are of special importance.
 - (2) The FORSCOM Mobilization Product Line which includes Mobilization Planning and the Mobilization, Operations, Deployment, Employment Execution (MOB/ODEE), provides a time-phased mobilization and deployment schedule of Active and Reserve Component units for various operations plans (OPLAN). It is the

primary system that installations must use to determine the scope of support and expansion requirements to be incorporated into installation mobilization plans. The Mobilization Product Line is resident in the Global Command and Control System-Army (GCCS-A).

(3) The TRADOC Mobilization Operations Planning and Execution System (TMOPES), Training Base Expansion Plan, provides current tasks, organizations, individual training concepts, training support guidance, and a summary of current post-mobilization individual training requirements.

(4) The headquarters of the U.S. Army Materiel Command (AMC) and the U.S. Army Signal Command (USASC) prepare mobilization plans to provide mobilization missions and planning guidance to their staffs and installations.

(5) The U.S. Army Medical Command (MEDCOM) Mobilization Plan provides planning guidance for essential health services within MEDCOM after M-Day and specifies the format for MEDCOM activity expansion plans.

(6) Existing regulations, directives, and other separately issued mobilization planning factors and guidance, such as prepared by the CONUSA, provide coordinating instructions and mobilization guidance.

i. Plans will be standardized and detailed enough to provide guidance in accordance with the annexes in Section II. Other detailed standard operating procedures (SOP) and instructions for internal staff actions which will continue upon mobilization with no change need not be a

part of the mobilization plan but should be available in the appropriate staff element.

2.2 Preparation, review, and update of installation mobilization plan.

a. Installations designated as mobilization stations:

(1) Prepare a mobilization plan to:

(a) Receive, assess to active duty, command, house, support, redistribute resources, train, and validate units for deployment. Prepare for and support the deployment of AC and mobilized RC units. Receive, support, and assign IRR, IMA, and recalled retiree personnel reporting to the MS.

(b) Establish or expand activities to include consideration of other MACOM activities and requirements to include tenants.

(c) As required, operate/host Service schools, Army Training Centers (ATC), Office Candidate Schools (OCS), and CONUS Replacement Centers (CRC).

(d) Prepare for and operate Arrival/Departure Airfield Control Groups (A/DACG) at Aerial Ports of Embarkation (APOE) and marshalling areas in the vicinity of Sea Ports of Embarkation (SPOE) in accordance with FORSCOM Regulation 55-1 and FORMDEPS Volume II, Deployment.

(e) Coordinate with the USAR Training Divisions, and State Academies scheduled to mobilize at the MS where appropriate.

(2) All planning should address the following levels of mobilization, Presidential Selected Reserve Call-up and

Partial Mobilization. Presently plans for full and total mobilization are not required.

(3) Plans must contain all applicable annexes, lettered as in Section II. Additional annexes and appendices may be included. Plans should be updated as required and reflect the latest available information.

(4) Subinstallations which become separate installations during mobilization will prepare and coordinate their mobilization plan with their primary peacetime installation. Furthermore, subinstallations will be responsible for submitting their plans to their respective CONUSA for approval.

b. Triennially or upon assignment to your mobilization station, update and furnish RC units (through command channels) a mobilization packet to include but not limited to:

(1) Maps and overlays showing proposed billeting space, unit training areas, administrative areas, dining facilities, and other unit facilities.

(2) Copies of installation administrative, logistic, and security instructions and regulations, reoriented to reflect anticipated wartime conditions.

(3) Sample copies of forms and reports identified in Annex G, FORMDEPS Volume III, RCUCH, that are prepared in an installation unique way. Further provide them with local forms required at your installation.

(4) Mission statements for any unit(s) with a base support role.

(5) A list of MS points-of-contact.

c. For State Operated Mobilization Stations (SOMS) activating under FORSCOM, the following active installations are designated to provide ITAADS support for maintenance of the MOBTDA and PERSINS processing activities (PPA) for personnel systems support:

STATE OPERATED MOB STATION	DESIGNATED INSTALLATION
Camp Atterbury	Fort Knox
Camp Roberts	Fort Lewis
Camp Shelby	Fort Rucker
Gowen Field	Fort Lewis

d. The following installations are designated as supporting installations for communications support to the semi-active installations and SOMS listed:

MOBILIZATION STATION	SUPPORT INSTALLATION
Camp Atterbury	Fort Knox
Camp Roberts	Fort Lewis
Camp Shelby	Fort Rucker
Gowen Field	Fort Lewis

e. The following installations will provide General Court Martial Convening Authority (GCMCA) support and logistics support to the semi-active installations and SOMS listed:

MOBILIZATION STATION	SUPPORT INSTALLATION
Camp Atterbury	Fort Knox
Camp Roberts	Fort Lewis
Camp Shelby	Fort Rucker
Gowen Field	Fort Lewis

to any other MACOM involved (i.e. TRADOC, MEDCOM).

f. Each MS has unique weather support requirements during peacetime and mobilization, both are separate from support required for mobilizing and deploying Army divisional/brigade units. Mobilization Stations write the concept of weather support to address garrison weather support requirements from announcement of deployment or mobilization to arrival of weather personnel. For AC posts, only minor supplementation to the post weather support plan should be needed to cover the period of time from when weather personnel assigned during peacetime deploy with their supported AC unit until arrival of the MS weather support personnel. For semi-active installations and SOMS, state garrison weather support requirements from the time RC divisional/brigade units start arriving until arrival of the MS weather support personnel should be planned. Contact or request assistance from the garrison Staff Weather Officer (SWO), the appropriate CONUSA SWO or the FORSCOM weather office (AFIN/WX).

g. Mobilization stations will submit two copies of their completed plans to the appropriate CONUSA for approval. Upon approval and publication, forward one copy of the plan to the CONUSA, one to HQ FORSCOM, ATTN: AFOP-PLM and one

Section II Installation Mobilization Plan Format

Mobilization plan

Enclosure 1 is the standardized installation mobilization plan format with sample attachments (i.e., annexes, appendices, tabs, etc). A sample is shown for each annex, however, samples for other attachments are shown only when appropriate. Attachments may be added or not used as appropriate. It is recognized that some installations are reorganizing into “Business Centers”.

Installation commanders have the latitude to write their plans so that the functions addressed on a “standard” organization are appropriately grouped in annexes that correspond to business center organization and function.

ENCLOSURE 1 (Mobilization Plan)

FORT XXXXXX MOBILIZATION PLAN

1. SITUATION.

- a. General.
- b. Enemy Forces.
- c. Friendly Forces.
- d. Assumptions.

2. MISSION. (Should include all missions contained in FORMDEPS, FORSCOM Regulation 55-1 and 55-2, and other MACOM assigned missions as appropriate.)

a. As a mobilization station (MS), expand installation activities and facilities required to receive, access to active duty, command, house, support, redistribute resources, train, and validate units and prepare forces for deployment.

b. As a supporting installation (SI), provide support to supported installations and off-post units and individuals required or requested in accordance with the assignments in the Mobilization Planning System (including units mobilized in support of ports and civil defense units), if applicable.

c. As a coordinating installation (CI), assist mobilized units by coordinating required support in accordance with the area responsibilities in AR 5-9, if applicable.

d. As an Army Training Center (ATC)/school, or as host to an ATC/school, expand the training base to support the TRADOC Mobilization Operations Planning and Execution System (TMOPES), Training Base Expansion Plan (if applicable).

3. EXECUTION.

- a. Concept of operations. Annex C.
- b.
- c.
- d. Coordinating instructions.

(1)

(2)

4. SERVICE SUPPORT.

a. Personnel. Annex E.

b. Logistics. Annex D.

5. COMMAND AND SIGNAL.

a. Information mission area. Annex K.

b. Command.

COMMANDERS SIGNATURE BLOCK

OFFICIAL:

ANNEXES

- A. Task Organization
- B. Intelligence and Security
- C. Concept of Operations
- D. Logistics
- E. Personnel and Administration
- F. Public Affairs
- G. Medical
- H. Weather Services
- I. SORTS Reporting
- J. Training Base Expansion (if applicable or Not Used)
- K. Information Mission Area
- L. Operations Security
- M. Resource Management
- N. Engineer
- O. Unit Training
- P. Not Used
- Q. Legal
- R. Reports
- S. Chaplain
- T. Provost Marshal
- U. Mobilization Assistance Team
- V. Direct or Modified Deployment Procedures
- W. Not Used
- X. Glossary
- Y. References
- Z. Not Used

(Note: Unused annexes may be used for additional annexes which are installation unique. Also, annex lettering may continue to AA, BB, etc.)

**ANNEX A Task Organization To Fort
XXXXX Mobilization Plan**

1. This annex should include but is not limited to:
 - a. An extract of the FORSCOM Mobilization Planning Unit Data that identifies Active Component (AC) units at the installation and RC units whose mobilization station is the installation. This should be an unclassified document.
 - b. A list of mobilizing off-post RC units which the installation supports along with the type of support to be provided. (Only if applicable.)
 - c. A schematic list of the command and control arrangements and the structure for the mobilized RC commands and units while they are at the mobilization station.

**ANNEX B Intelligence and Security To Ft
XXXXX Mobilization Plan**

1. GENERAL.

a. Purpose. To provide intelligence guidance to the mobilization station personnel.

b. Assumptions.

2. CONCEPT. Actions required by the mobilization station are outlined in this document and the FMP. The actions are general and are not intended to supercede the actions of the installation commander.

3. RESPONSIBILITIES.

a. Premobilization.

(1) Outline intelligence duties of the installation staff for mobilization planning and execution.

(2) State intelligence requirements of active and mobilized unit commanders.

(3) Plan for and execute intelligence support to the installation force protection program.

(4) Plan for continual support, as required, for special security office (SSO) and sensitive compartmented information facility (SCIF) operations.

b. Post-mobilization.

(1) Issue Essential Elements of Friendly Information (EEFI) to units upon mobilization. EEFI should be developed in consonance with the basic plan and as the local situation dictates.

(2) Ensure the installation staff maintains continuous contact with local counterintelligence support units.

(3) Continue intelligence support to force protection.

4. COUNTERINTELLIGENCE.

Installation commanders will identify local counterintelligence (CI) support units and outline support requirements.

ANNEX C Concept of Operations to Ft XXXXX Mobilization Plan

1. CONCEPT.

a. Phases of mobilization and general actions to be taken during each phase.

b. State how the mobilization station plans to accomplish its mobilization missions. Consider separating these into pre and post mobilization responsibilities.

(1) Mobilization Station.

(a) Develop and distribute mobilization packets to RC units as required.

(b) Receive, review and analyze the Postmobilization Training and Support Requirements (PTSR).

(c) Activation procedures for SOMS

(d) Expand facilities/activities required to receive, house, train, and equip units for deployment.

(e) Conduct triennial mobilization conferences. These conferences can be conducted systematically over a three year period or all units may attend one meeting. Provide specific guidance of the conferences to the units through their peacetime chain of command and inform the CONUSA of the dates.

(2) Support Installation actions if applicable.

(3) Coordinating Installation actions if applicable.

(4) Identify responsibilities/tasks of the staff to be accomplished during pre and post

mobilization and which annex will have this guidance.

(5) State how the mobilization station will support tenant units requiring support from the installation. Describe the support to be provided to the installation by the tenant units.

c. Describe the wartime asset redistribution concept.

d. Explain the role of the Mobilization Assistance Team (MAT). Include how it is to be supported and the concept of employment. Annex U will provide a detailed explanation of the MAT role, organization, and mission in accordance with FORMDEPS Volume 1, FMP, Annex C, Appendix 2.

e. Direct and Modified Deployment procedures will be addressed if applicable and specifics will be in Annex V.

APPENDICES

1 - Validation

2 - Training Support Centers

APPENDIX 1 Validation to Annex C (Concept Of Operations) to Ft XXXXX Mobilization Plan

1. PURPOSE. To provide a concept for the validation of units to meet established Army deployment criteria.

2. SCOPE. This appendix applies to all deploying units.

3. MISSION. Mobilization Station commanders, assisted by a designated mobilization validation board and SOF augmentation personnel will validate each unit to assure it meets Army deployment criteria.

a. Identify who will be on the mobilization validation board and the extent of their duties.

b. When validation will occur.

c. Standards to be looked at.

d. Further guidance is found in FORMDEPS Volume I, Annex C, App 3 and Volume II.

TAB

Validation Assessment Report

***APPENDIX 2 Training Support Centers to
Annex C (Concept Of Operations) To Ft
XXXXX Mobilization Plan***

1. PURPOSE. To identify the responsibilities of the Training Support Centers (training aids, ranges for use, etc) and Training Officers.
2. SCOPE. This appendix applies to all training aids, ranges, and support provided to units to support their training.
3. MISSION. TSC will provide effective and timely mobilization support to mobilized RC units.
4. EXECUTION. Mobilization Station TSO will, IAW FORMDEPS:
 - a. Review the unit PTSR input provided to the MS to determine items required to support mobilization training. Identify what can be supported and what cannot be supported.
 - b. Ensure procedures and supporting documents are prepared regarding disposition instructions for mobilization crossleveling of training support items.

ANNEX D Logistics To Ft XXXXX Mobilization Plan

1. Installation mobilization plans include, but are not limited to, the following considerations:

- a. Specific staff responsibilities to develop data for inclusion in the installation mobilization packets that are provided to RC units.
- b. Specific staff responsibilities to analyze the Postmobilization Training and Support Requirements (PTSR) to determine logistics planning required.
- c. Specific staff responsibilities to review the planning packet data and PTSR with the unit during their visits to the MS.
- d. Plan for logistic assistance to the RC, as a Support Installation, or MS.
- e. Plan for staff integration of incoming US Army Reserve (USAR) garrisons, as applicable, and for interfacing with CONUSA representatives.
- f. Plan for receiving and processing equipment and materiel condition status reports submitted by units during mobilization. Plans should address temporary storage as well.
- g. Plan to coordinate installation supply office operations. Plans to coordinate medical supply operations through the installation medical supply activity or the nearest medical center if one is not on the installation.
- h. Determine if there is sufficient storage capability available to handle the additional the additional fuel required during

mobilization. If not, determine identify alternative methods to relieve temporary shortage. Plans should be developed to acquire and distribute POL to those RC mobilizing units on the installation.

- i. Establish a planning figure for initial class I procurement. The DOL should coordinate with the installation mobilization planner to determine the requirements for RC units arriving at the installation during the first week after M-day. Advanced parties must also be considered. Additionally, coordinate with mobilization planner for arrival dates for follow-on units.
- j. Identify storage and manpower requirements for distribution of class I to support mobilization. Regulations and SOPs must be flexible enough to adapt to mission requirements. Determine the best method of class I distribution: tailgate delivery unit pickup, or a combination of them. Develop vehicular traffic and ration issue flow patterns for troop issue subsistence activity (TISA) and class I issue point.
- k. Develop expansion of service activities concerning operations of the food service, laundry, dry cleaning, and graves registration. This plan should be based on the troop strength of units scheduled to mobilize at the installation, which will be provided by the installation mobilization planner. This plan should include expansion of installation dining facilities for units without organic food service capability and for advanced party personnel arriving ahead of the main body.
- l. Develop plans for the expansion of existing service contracts to satisfy increased requirements of mobilization. Installation activities that required additional contracted

services should make requirements known to the appropriate contracting personnel during peacetime to facilitate implementation.

m. Develop a concept to quickly establish required accounts, i.e., Classes I, II, IV, and IX. Early deploying units will have a short stay at the mobilization station. Consideration should be given to satelliting such units on late or nondeploying units or consolidating their accounts at the installation level.

n. Determine the maintenance requirement to support mobilization and develop a mobilization maintenance support plan.

o. Determine mobilization calibration requirements and develop a plan to meet them. Mobilizing units may arrive with considerable equipment requiring calibration, i.e., radiac meters.

p. Identify the additional requirement for nontactical vehicles. As mobilization increases the population of active installations, requirement for NTV will increase. Additional NTVs maybe authorized in the MOBTDA. Leasing vehicles to meet the requirement should be anticipated. Installation should task GSA for additional requirement. GSA should provide the additional vehicles or make arrangements through commercial sources.

q. Determine material handling equipment (MHE) and rail support equipment critical to installation reception and shipment capacity. This analysis must consider reception and shipment tasks associated with unit equipment and supply movements, as well as Arrival /Departure Airfield Control Group (A/DACG) and Port Support Activity (PSA) MHE requirements. Installations should survey local sources of MHE and status of

rail BBM, flat car spanner, tie down tool kits, and portable/permanent loading ramps.

r. Determine movement requirement of equipment stored in Equipment Concentration Site (ECS) and Mobilization and Training Equipment Site (MATES). If the installation supports a tenant ECS or MATES coordination is necessary to determine transportation requirements for movement of hand receipt property to the mobilization station of the owning unit. ITO must be involved if commercial transportation is required.

s. Ensure that unit movement data (UMD) is reported to FORSCOM IAW FORSCOM Reg 55-2 for RC units with mobilization moves. The UMD must be representative of the unit's mobilization movement plan.

t. Determine the annually the extent of the mobilization station's contracting requirements. A contract support needs listing should be developed including market surveys to plan for source of contracting support.

u. Installations with an AR 5-9 responsibility for mobilizing RC units will plan for support of movement from the mobilizing unit's home station to the appropriate mobilization station.

v. Determine effects of deployment on ITO functions. Deployment will not change ITO commercial traffic functions but will shift priorities. Mobilization contingency plans generally restrict the movement of dependents and shipment of household goods for active duty and members called to active duty. Special storage of household goods for the duration of the contingency is normally authorized. Emphasis and resources will shift from the personal

property program to moving military units and equipment and individual and group travel. Freight activities will expand to meet heavy cargo movement requirements generated by the increase in the military population of the installation. The ITO should consider the adequacy of the supply of 436L pallets, boxes and containers.

w. Plan for the requisition and distribution of the ammunition basic load to accompany troops (TAT). Mobilization stations requisition the TAT ammunition for all units deploying from the installation. The TAT is stored at the installation if storage is available. MS requisitioned all other basic load ammunition for storage at depots.

x. Plans need to be made for special storage of household goods which includes any shipment, packing and crating necessary to place household goods in storage. The plan should include a concept for the storage of POVs.

y. Plan to ensure the supplying deploying units with adequate CTA items. In addition to TOE equipment, units will require to deploy with certain CTA items, including organizational clothing and individual equipment (OCIE), chemical defensive equipment cold weather clothing and equipment (CWCE), body armor, tentage and other life support systems.

z. Plan to coordinate medical supply operations through the Installation Medical Supply Activity or the nearest medical center if one is not on the installation.

aa. Plan for the crossleveling of equipment for units as needed.

bb. Plan for the onward movement of deploying units to APOE/SPOE. The

movement of units to surface ports of embarkation (SPOE) and aerial ports of embarkation (APE) necessitates establishing direct liaison with port operating agencies. Close coordination must exist between the installation movement control agency, through the A/DACG with AMC and through the PSA with the MTMC port operating element. This will ensure the responsive call forward of deploying forces.

2. Annex D will include the following paragraphs.

<u>BASIC PARAGRAPH</u>	<u>APPENDIXES</u>	<u>TABS</u>
a. GENERAL Include automated system information in this paragraph.	As required	As required
b. MATERIAL MANAGEMENT	Supply classes (I-X & unique)	As required
c. EQUIPMENT READINESS	As required	As required
d. SERVICES	Services	Subsistence, Laundry, Mortuary, field services graves registration
e. MOVEMENTS	Transportation	Unit Mvmt Pax Mvmt Freight Mvmt Pers Prop Mvmt Admin use vehs
f. CONTRACTING	Mobilization Contracting	Alert System Listing of mobilization contracting needs
g. LOGISTIC ASSETS REDISTRIBUTION	As required	As required
h. SUPPORT AGREEMENTS	As required	As required
i. LOCAL CONTRACTOR	As required	As required

j. SUPPORT AGREEMENTS	As required	As required
k. AMC LOGISTICS ASSISTANCE	As required	As required
l. TEST MEASUREMENT DIAGNOSTIC EQUIPMENT	As required	As required
m. AAFES	As required	As required

3. In each paragraph, as necessary, provide guidance on any specific items that are unique to your installation or that require amplification for mobilization planning and execution. Include a schematic of the logistic organization for mobilization. Identify specific tasks or cite references for each element of the logistic organization (Annex D, FMP).

ANNEX E Personnel And Administration To Ft _____ Mobilization Plan

1. PURPOSE. State specifics at your installation. Example: Establish procedural guidance and responsibilities relating to military and civilian personnel management functions in support of mobilization, deployment and demobilization missions.

2. SCOPE. Define who should follow guidance in this annex. Example: The provisions of this annex apply to all individuals, units and installation staff agencies involved directly or indirectly in military operations relating to mobilization, deployment or demobilization.

3. GENERAL. This should be a broad statement reflecting spectrum of operations from peacetime contingency through full mobilization. Example: Personnel operations at Fort _____ encompass a broad spectrum of functional responsibilities which require coordination across staff agency lines. Personnel processing and family support functions expand rapidly as levels of mobilization increase. Installation activities should be prepared to operate 24 hours per day to keep pace with the operational mission.

4. CONCEPT. Define responsible agencies and basic functional areas.

a. Mobilization will require expansion of military personnel operations to meet increased workloads. Plan for the expansion of facilities, manpower and other required resources. The FORSCOM Mobilization Planning Application on GCCS-A provides installation commanders with basic information on RC units identified for mobilization at their installation. Address

expansions requirements and plans in base annex and appropriate appendices.

b. Agency:

(1) Example: The Director of Personnel and Community Activities (DPCA) is the principal staff assistant to the commander of Fort _____ in personnel matters relating to mobilization, deployment and demobilization.

(2) through XX *To be developed by the installation.*

Example of functional areas:

a. Manpower Management.

(1) Personnel Accountability.

(2) Personnel requisitions.

(3) Use and management of excess personnel and non-deployables.

b. Personnel Management and Administrative Support.

(1) Military Personnel.

(a) Accountability, classifying, assigning, promoting, transferring and separating military personnel.

(b) Records management.
Maintaining the 201 files of deploying personnel until a determination of the next location for the record is made.

(c) In and out processing and conduct of the Soldier Readiness Program (SRP).

(d) Retiree Recall Management.

(e) Individual Mobilization Augmentees (IMA).

(f) Demobilization Processing.

- (g) Casualty reporting.
- (h) Decorations and awards.

(2) Civilian Personnel.

(a) Ensure civilian mobilization planning is adequate and how it will be accomplished.

(b) Provide adequate resources to CPOs to facilitate their ability to effectively carry out mobilization responsibilities.

(c) Ensure the civilian personnel officer effectively implements procedures outlined in appropriate references.

c. Personnel services.

Postal Support.

d. Family Assistance.

e. Army Emergency Relief and American Red Cross.

f. Morale, Welfare and Recreation (MWR) Support services.

g. Miscellaneous. Examples: Reception of visitors

5. SPECIAL INSTRUCTIONS.

Identify requirements for special operational functions. Example: Establishment of a Personnel Operations Center, CONUS Replacement Center (CRC) Operations, Departure/Arrival Airfield Control Group mission, etc.

APPENDICES

1. Manpower Management
2. Personnel Management and Administrative Support
3. Civilian Personnel Management
4. Personnel Services
5. Safety
6. Family Assistance
7. Education
8. Morale, Welfare and Recreation services
9. American Red Cross
10. Individual Mobilization Augmentees and Retirees
11. Demobilization
12. IRR Processing and CRC operations

***APPENDIX 1 (Manpower Management) To
Annex E (Personnel And Administration) To
Ft _____ Mobilization Plan***

1. References.

2. General. This appendix should address functional responsibilities in support of strength management, personnel accountability, personnel requisitions and cross-leveling, and use of excess personnel. Base appendix should also address plans to manage mobilization workload

3. Concept.

a. The installation must plan to receive RC units and individuals, arrive the personnel in SIDPERS 3 and execute those actions necessary to make the unit mission capable. These functions include opening or expanding unit processing centers, cross-leveling actions, identification and management of non-deployables, and developing procedures to maintain accountability of the force.

b. Ensure units mobilized at sites other than the PPP/PSP, but within their area of responsibility, have adequate administrative support. Those units that mobilize at sites

away from the installation will normally require more support than units on the installation. Recognize that RC units need special assistance with AC strength accounting and reporting procedures, especially SIDPERS.

c. Plan to continue Home Station support to deploying units. Under the new national military strategy of power projection, personnel accounting and reporting will remain a responsibility of the home station. Installations must plan to ensure sufficient manpower and equipment resources are available to provide updates to systems and other personnel support actions for their deployed soldiers.

Enclosures

1. SIDPERS

2. Personnel Cross-leveling and Redistribution

3. Management of excess personnel and non-deployables

4. Reporting

5 – XX. TBD by Installation

ENCLOSURE 1 (SIDPERS) To Appendix 1 (Manpower Management) To Annex E (Personnel And Administration) To Ft Mobilization Plan

1. PURPOSE: This enclosure must define Standard Installation/Division Personnel System (SIDPERS) processing responsibilities for mobilization planning and execution. In addition to standard procedures for RC units and individuals mobilizing on the installation the plan must:

- a. Address support requirements for units that mobilize at sites that are within the installations area of responsibility.
- b. Address continuity of operations requirements.
- c. Address procedures to continue functional requirements in event of system failure or denial.
- d. Address requirement to continue SIDPERS support to deployed forces. Under the current national military strategy of power projection, personnel accounting and reporting will remain a responsibility of the home station.

2. CONCEPT:

- a. DA PAM 600-8-30 series provides detailed guidance on SIDPERS processing requirements.
- b. These procedures will be used to support SIDPERS transactions on all RC soldiers supported by the installation.

3. Identification of SIDPERS Support requirements for RC units mobilizing at sites supported by the installation.

a. The maps at TAB A and table at TAB B identify PERSINS Processing Activities (PPAs) and their geographic area of responsibility for mobilizing Reserve Component (RC) Units. It reflects current areas of responsibility and projected changes from base realignment and closure (BRAC) actions.

b. Installation personnel mobilization planners must be able to use information from the maps and tables noted above, the Mobilization Planning Application Module on A-GCCS, and the Status of Resources and Training System (SORTS) to identify RC units that mobilize at sites within their geographic area of responsibility.

c. Mobilized RC personnel data must be put into the SIDPERS data base for accounting and management. Changes to automation systems will take place over the next several years. Installations must plan for additional staff-hours to accomplish the task today.

4. Supported Installations. A requirement may exist to extend SIDPERS support to supported Mobilization Stations/Sites. The added customer will have to be equipped and configured as a SIDPERS 3 reporting location within the installation reporting network. A system administrator and/or operator will have to be trained to operate the SIDPERS 3 server placed at the location. The need to extend support expeditiously will likely obligate, at least initially, the use of some of the SIDPERS 3 repairable exchange hardware to start up the new location. DO NOT PLAN to start a new data base (PPA) for the supported site.

5. RESPONSIBILITIES:

- a. Installation Commander. Designate staff agency responsible for personnel mobilization planning and execution.
- b. Installation agency responsible for personnel mobilization planning and execution.

TAB B PERSINS Processing Area Tables
TAB C Military Personnel Asset Inventory and Strength Reconciliation

(1) Ensure information on mobilizing units is provided to the SIDPERS Interface Branch (SIB).

(2) Plan for input of RC personnel data into SIDPERS data base. Plans need to recognize SIDPERS 3 procedures and contingency procedures identified in PERSCOM Personnel Information Management Year 2000 Contingency Processing Procedures.

- c. SIDPERS Interface Branch (SIB).

(1) Be aware of potential need to extend SIDPERS support to an expanded customer base.

(2) Plan for expanded courier service or overnight mail when automation support is denied. Plan for remote site support.

(3) DO NOT PLAN to start a new data base (PPA) for the supported site.

(4) Conduct Military Personnel Asset Inventory (PAI) Reconciliations for all deploying units

4. COORDINATING INSTRUCTIONS:
Requests for exceptions to policy, to allow SIDPERS support from installations outside of defined boundaries, must be approved by gaining MACOM and HQ FORSCOM, ATTN: AFAG-PSSB.

TAB A PERSINS Processing Area Maps

TAB A PERSINS Processing Areas To Appendix 1 (Manpower Management) To Annex E (Personnel And Administration) To Ft _____ Mobilization Plan

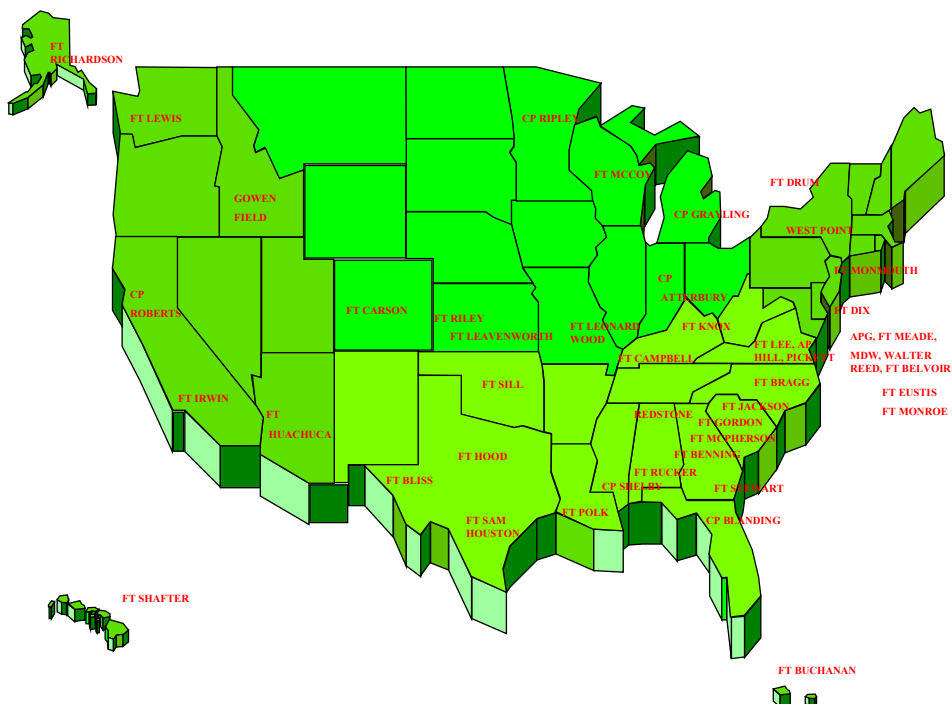


Figure 1 PERSINS Processing Area Map, CONUS

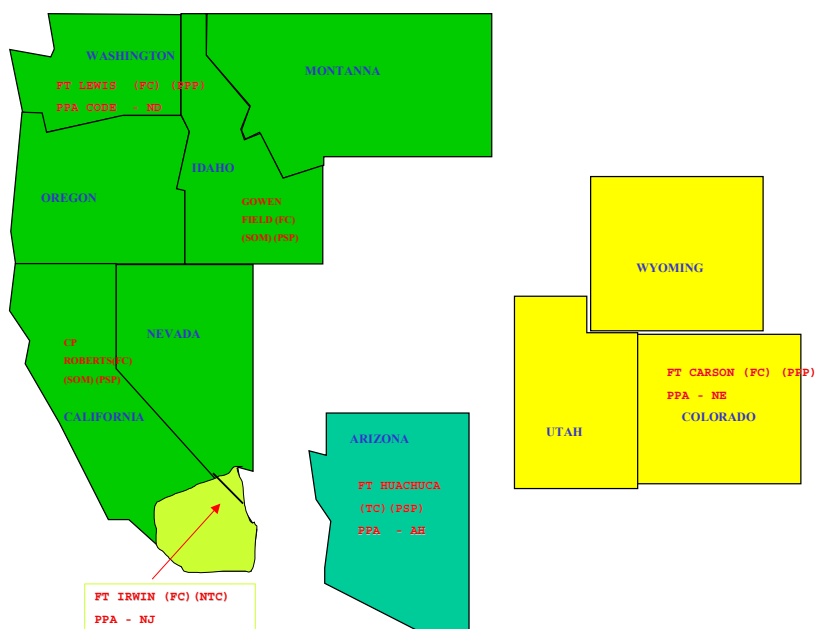


Figure 2 PERSINS Processing Activities

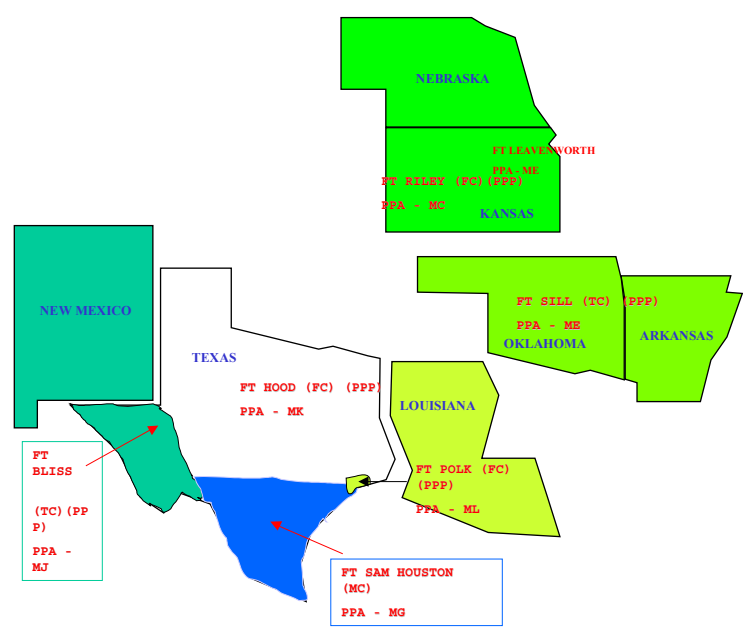


Figure 3 PERSINS Processing Activities

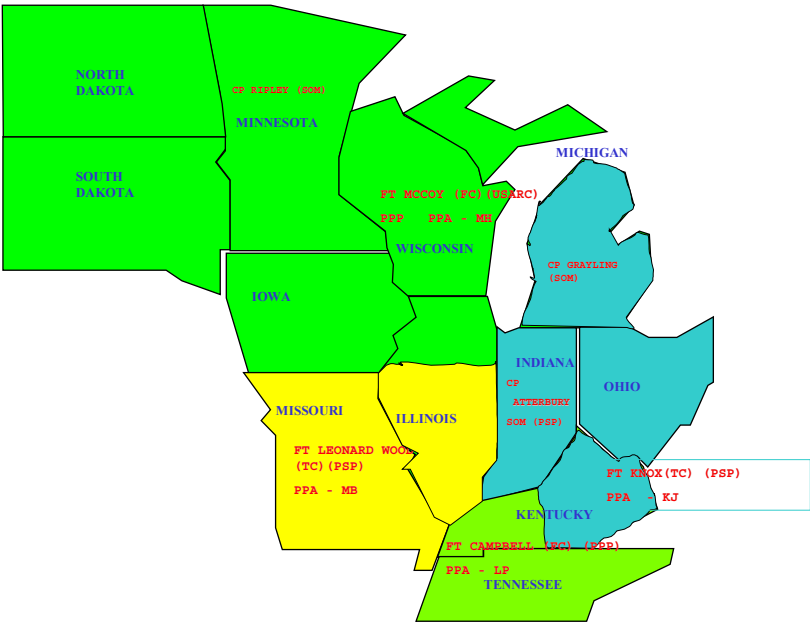


Figure 4 PERSINS Processing Activities

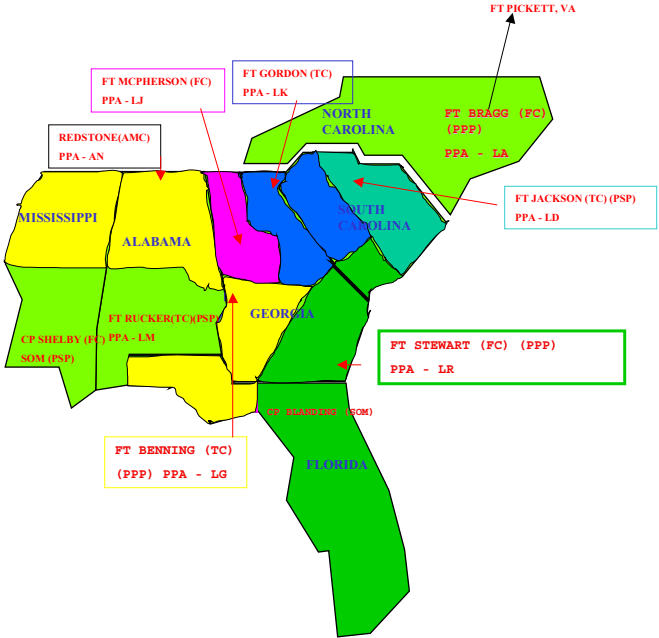


Figure 5 PERSINS Processing Activities

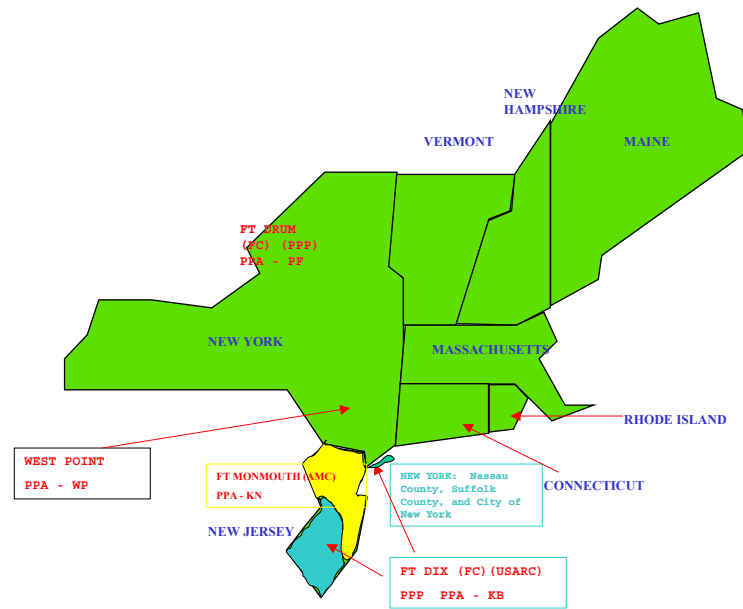


Figure 6 PERSINS Processing Activities

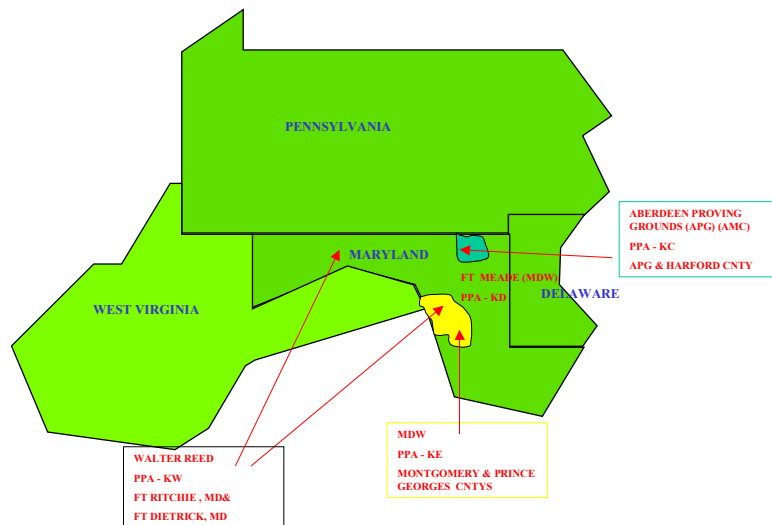


Figure 7 PERSINS Processing Activities

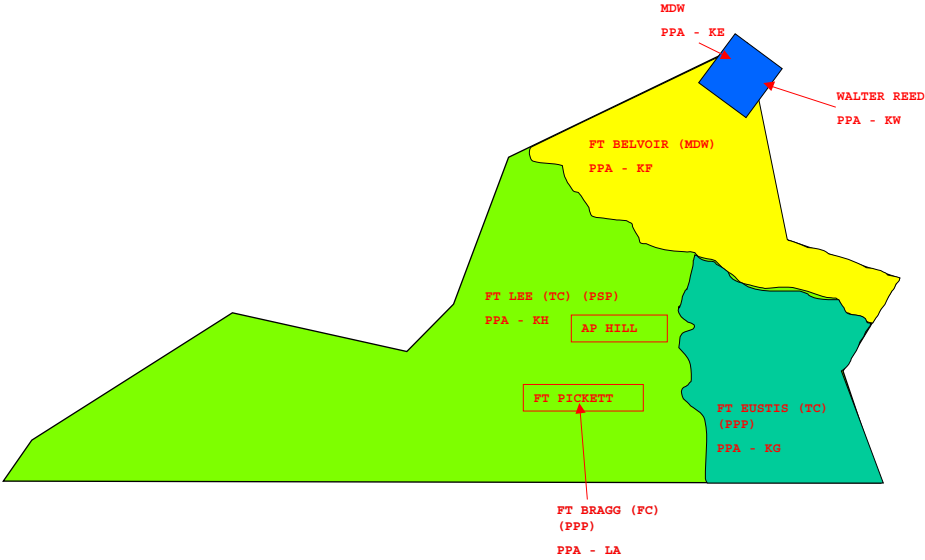


Figure 8 PERSINS Processing Activities

TAB B (PERSINS Processing Activity Area Of Responsibility) To Enclosure 1 (SIDPERS) To Appendix 1 (Manpower Management) To Annex E (Personnel And Administration) To Ft _____ Mobilization Plan

Table for Mobilization PPA for ARNG/USAR Units

PERSINS PROCESSING ACTIVITY	PPA CODE	STATES	COUNTIES	REMARKS
ABERDEEN PROVING GROUND (AMC)	KC	Maryland	Harford	
FT BELVOIR, VA (MDW)	KF	Virginia	Clarke, Culpepper, Essex, Fairfax, Fauquier, Frederick, Greene, King George, Lancaster, Loudon, Madison, Northumberland, Orange, Page, Prince William, Rappahannock, Richmond, Rockingham, Shenandoah, Spotsylvania, Stafford, Warren, Westmoreland	
FT BENNING, GA (TC)	LG	Alabama	All counties north and east of: Autauga, Barbour, Chilton, Crenshaw, Greene, Hale, Lowndes, Perry, Pike, and Sumter Less Madison	
		Florida	All counties west of: Alachua, Baker, Levy, and Union	
		Georgia	All counties south of: Butts, Coweta, Heard, Jasper, and Spaulding All counties west of: Atkinson, Baldwin, Coffee, Laurens, Telfair, Ware, Wheeler, and Wilkinson	
		Mississippi	All counties north of: Issaquena, Kemper, Leake, Madison, Neshoba, Sharkey, and Yazoo	
FT BLISS, TX (TC)	MJ	New Mexico	All	
		Texas	Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Loving, Pecos, Presidio, Reeves, Terrell, Ward, Winkler	
FT BRAGG, NC (FC)	LA	North Carolina	All	
		Virginia	Ft Pickett Installation	
FT CAMPBELL, KY (FC)	LP	Tennessee	All	
		Kentucky	All counties west of: Allen, Breckenridge, Edmonson, Grayson, and Warren	
FT CARSON, CO (FC)	NE	Colorado	All	
		Utah	All	
		Wyoming	All	
FT DIX, NJ (FC-USARC)	KB	New Jersey	All counties south and west of: Hunterdon, Middlesex, Ocean, & Somerset	
		New York	Nassau, Suffolk, & City of New York	
FT DRUM, NY (FC)	PF	New York	All counties cities and installations except: Nassau, Suffolk, City of New York, and West Point Seneca Army Depot	
		Connecticut	All	
		Maine	All	

PERSINS PROCESSING ACTIVITY	PPA CODE	STATES	COUNTIES	REMARKS
		Massachusetts	All	
		New Hampshire	All	
		Rhode Island	All	
		Vermont	All	
FT EUSTIS, VA (TC)	KG	Virginia	Accomack, Gloucester, Isle of Wight, James City, Mathews, Middlesex, Northampton, SouthHampton, and York Plus the Independent Cities of: Chesapeake,, Hampton, Newport News, Norfolk, Portsmouth, Southampton, Suffolk, and Virginia Beach	
FT GEORGE G. MEADE (MDW)	KD	Delaware	All	
		Maryland	All except: Harford, Montgomery, and Prince Georges EXCEPT: Ft Richie and Ft Detrick	
		Pennsylvania	All	
		West Virginia	All	
FT GORDON, GA (TC)	LK	Georgia	All counties east of: Banks, Barrow, Bleckley, Dodge, Habersham, Jackson, Jasper, Jones, Morgan, Oconee, & Twiggs All counties north of: Bulloch, Candler, Effingham, Toombs, Truetlen, & Wheeler	
		South Carolina	All counties south and east of: Bamberg, Cherokee, Colleton, Lexington, Newberry, Orangeburg, and Union Execpt: Beaufort and Jasper	
FT HOOD, TX (FC)	MK	Texas	All counties east of: Pecos, Ward, Terrell (north half), and Winkler All counties north of: Austin, Bastrop, Blanco, Chambers, Edwards, Fayette, Gillespie, Harris, Jefferson, Kerr, Lee, Orange, Travis, Val Verde, and Waller	
FT HUACHUCA (TC)	AH	Arizona	All	
FT IRWIN, CA (FC)	NJ	California	Imperial, Inyo, Riverside, San Bernardino, San Diego, and Orange	
		Nevada	Clark	
FT JACKSON, SC (TC)	LD	South Carolina	All counties east of: Aiken, Allendale, Barnewell, Beaufort, Greenwood, Hampton, Laurens, Saluda, and Spartanburg	
FT KNOX, KY (TC)	KJ	Indiana	All	
		Kentucky	All counties east of: Butler, Hancock, Logan, Ohio, and Simpson	
		Michigan	All counties south and east of Lake Michigan	
		Ohio	All	
FT LEAVENWORTH , KS (TC)	ME			Installation Only
FT LEE, VA, (TC)	KH	Virginia	All counties south of: Essex, Greene, King George, Middlesex, Orange, Rockingham, and Spotsylvania	

PERSINS PROCESSING ACTIVITY	PPA CODE	STATES	COUNTIES	REMARKS
			Ft A.P. Hill	
FT LEONARD WOOD, MO (TC)	MB	Missouri	All Counties	
		Illinois	All Counties south of: Henderson, Kankakee, Knox, Livingston, Peoria, Warren, and Woodford	
FT LEWIS, WA (FC)	ND	Idaho	All	
		Oregon	All	
		Washington	All	
		Montana	All	
		California	All except: Imperial, Inyo, Riverside, San Bernardino, San Diego, and Orange	
		Nevada	All except: Clark	
FT MCCOY, WI (FC-USARC)	MH	Iowa	All	
		North Dakota	All	
		South Dakota	All	
		Michigan	All counties north and west of Lake Michigan	
		Minnesota	All	
		Wisconsin	All	
		Illinois	All counties north of: Ford, Fulton, Hancock, Iroquois, McDonough, McLean,, and Tazewell	
FT MCPHERSON, GA (FC)	LJ	Georgia	All counties north of: Jones, Lamar, Meriwether, Monroe, Pike, and Troup All counties west of: Clarke, Franklin, Greene, Madison, Oglethorpe, Putnam, and Stephens	
FT MONMOUTH, NJ (AMC)	KN	New Jersey	All counties north and east of Burlington and Mercer	
FT POLK, LA (FC)	ML	Louisiana	All parishes	
		Texas	Chambers, Jefferson, and Orange	
FT RILEY, KS (FC)	MC	Kansas	All, except Ft Leavenworth	
		Nebraska	All	
FT RUCKER, AL (TC)	LM	Alabama	All counties south and west of: Bibb, Bullock, Coosa, Elmore, Montgomery, Pickens, Russell, Shelby, and Tuscaloosa	
		Mississippi	All counties south of: Attala, Holmes, Humphreys, Noxubee, Washington, and Winston	
FT SAM HOUSTON, TX (USAMEDCOM)	MG	Texas	All counties south of: Burnet, Burleson, Crockett, Grimes, Kimble, Llano, Mason, Milam, Montgomery, Sutton, Washington, and Williamson All counties east of: Terrell (Southern Half) Mexican Border All counties west of: Liberty and Chambers	
FT SILL, OK (TC)	ME	Arkansas	All	
		Oklahoma	All	

PERSINS PROCESSING ACTIVITY	PPA CODE	STATES	COUNTIES	REMARKS
FT STEWART, GA (FC)	LR	Florida	All counties east of: Columbia, Dixie, and Gilchrist	
		Georgia	All counties south of: Emmanuel, Jenkins, Johnson, Laurens, and Screven	
		South Carolina	Beaufort and Jasper	
MILITARY DISTRICT OF WASHINGTON (MDW)	KE	District of Columbia	All except Walter Reed Army Medical Center	
		Maryland	Montgomery and Prince Georges	
		Virginia	Alexandria and Arlington	
REDSTONE ARSENAL, AL (AMC)	AN	Alabama	Madison	
WALTER REED AMC, WASHINGTON DC (USAMEDCOM)	KW	District of Columbia		Walter Reed AMC only
		Maryland		Ft Richie and Ft Detrick
WEST POINT MILITARY RESERVATION	WP			Installation Only

TAB C (Military Personnel Asset Inventory (PAI) To Enclosure 1 (SIDPERS) To Appendix 1 (Manpower Management) To Annex E (Personnel And Administration) To Ft _____ Mobilization Plan

1. References:

a. AR 680-31

b. AMOPES

2. General. Guidance in this TAB must ensure the SIDPERS Personnel Automation Section (PAS) and supported unit

commander have accomplished the necessary actions to prepare their units for deployment from the PPP/PSP. All soldiers must be accounted for by SIDPERS.

Commander should review and authenticate the SIDPERS C27 report (SIDPERS 2 sites) before deployment. A Personnel Asset Inventory (PAI) IAW AR 680-31 is required upon deployment and demobilization.

3. Concept.

***ENCLOSURE 2 (Personnel Cross-Leveling
And Redistribution) To Appendix 1
(Manpower Management) To Annex E
(Personnel And Administration) To Ft
Mobilization Plan***

1. References.
 - a. FR 500-3-1
 - b. AMOPES
2. General. Personnel considered excess to AC and mobilized RC units, IRR, and retirees may be used to fill units to mission capable status. Installations must be able to

determine personnel shortages and overages, cross-level personnel for established priorities, identify and report critical personnel shortages for the installation, select individuals to fill personnel requirements, assign fillers received, and provide current information on assigned personnel.

3. Concept. Installations will follow detailed guidance found in Appendix 5, to Annex E, FMP when executing cross-leveling procedures, unless specific OPLAN execution plans or orders direct exceptions.

ENCLOSURE 3 (Management Of Excess Personnel And Non-Deployables) To Appendix 1 (Manpower Management) To Annex E (Personnel And Administration) To Ft _____ Mobilization Plan

1. References.

2. General. Installations may identify personnel considered excess from AC and mobilized RC units, mobilized IRR, and mobilized retirees. Resources from these pools may be used to fill units to mission capable status. Additionally, a number of soldiers will be identified as non-deployable.

3. Concept.

- a. Plan to distribute excess personnel.
- b. Identify excess personnel beyond installation requirements to CORPS/FORSCOM as appropriate.
- c. During limited SSCO coordinate permission from FORSCOM and DA to deploy excess RC soldiers with their unit.
- d. Plan for expanded boards to process soldiers determined to have a Permanent Non-deployable condition.

ENCLOSURE 4 (Reporting) To Appendix 1 (Manpower Management) To Annex E (Personnel And Administration) To Ft Mobilization Plan

1. References.

a. AMOPES

b. FORSCOM Reg 500-3-1, FORSCOM Mobilization Plan (FMP)

2. General. This enclosure should address basic requirements to comply with standard reporting requirements directed by HQDA and FORSCOM. It should also address

potentiality of manual reports based on operational unique requirements or automated system denial.

3. Concept.

a. Basic personnel information on mobilized and deployed units and individuals will be provided in Situation Reports (SITREPS) and the Mobilization Personnel Status Report (App 5, Annex E, FMP).

b. HQDA and/or FORSCOM will provide details on operational unique requirements, as necessary.

***ENCLOSURES 5-X (TBD By Installation)
To Appendix 1 (Manpower Management)
To Annex E (Personnel And
Administration) To Ft
Mobilization Plan***

1. References.

2. General.

3. Concept.

APPENDIX 2 (Personnel Management And Administrative Support) To Annex E (Personnel And Administration) To Ft Mobilization Plan

1. References.

- a. DA PAM 12-6
- b. AR 614-30
- c. AR 600-8-101
- d. DA Pam 600-8-101

2. General. This appendix must address plan for arrival and processing of RC Units, opening or expansion of soldier processing centers, coordination of information requirements, and conduct of Soldier Readiness Processing (SRP).

3. Concept.

- a. Reserve Units must provide personnel, medical, and finance records to the installation to support initial processing. In addition they will provide data electronically via the FORSCOM Mobilization Level Application Software (MOBLAS). Installations will use information from the records and files to establish deployment packets on each

soldier and return base records to RC management.

b. Basic standards for SRP are detailed in AR 600-8-101 and DA Pam 600-8-101. Additional requirements will be addressed in detailed messages from PERSCOM or DA DCSPER based on supported CINC unique requirements.

c. Address plans to open or expand SRP centers. Using the Mobilization Application on AGCCS and message traffic to determine arrival dates of units and individuals, ensure that soldier readiness processing centers are established and ready to receive/process soldiers. Processing actions should include all those necessary actions to add the soldier and his/her family into appropriate active Army support systems (SIDPERS, DEERS, DFAS, etc). Processing actions should take advantage of the actions done at the RC home station and avoid remaking of forms (i.e. DD Form 93, SGLI, etc) unless necessary.

Enclosures

- 1. In and Out Processing and Conduct of SRP
- 2. Records Management
- 3. Casualty Reporting
- 4. Decorations and Awards
- 5. Promotions

ENCLOSURE 1 (In And Out Processing And Conduct Of SRP) To Appendix 2 ((Personnel Management And Administrative Support) To Annex E (Personnel And Administration) To Ft Mobilization Plan

1. References.

- a. AR 614-30
- b. AR 600-8-101

2. General. As units (AC and mobilized RC) prepare to deploy, there will be an increased demand placed on the installation to conduct SRP and certify soldiers for deployment. Advance planning

to increase the SRP capability after mobilization is a vital step to ensuring the deployment schedules are met.

3. Concept. Information on RC soldiers will be derived from both hard copy records and electronic data. As hard copy records are reduced or eliminated, plans must include procedures on use of electronic data. SRP is conducted IAW AR 600-8-101. The FORSCOM Mobilization Level Application Software (MOBLAS) provides both an electronic form and the capability to automate the entire process.

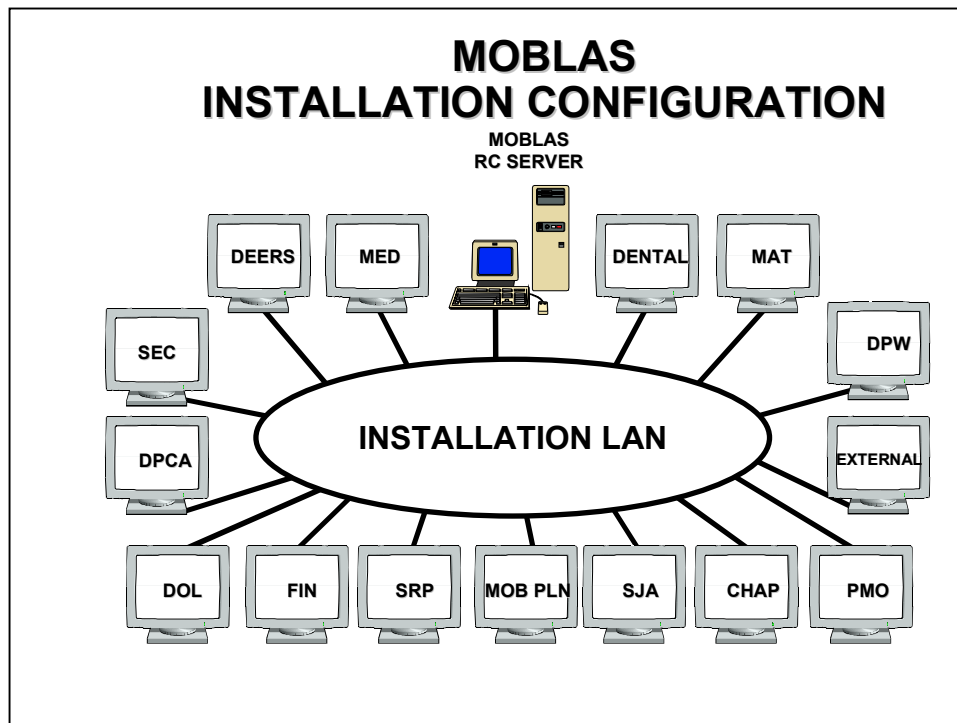


Figure 9 MOBLAS Installation Configuration

ENCLOSURE 2 (Records Management) To Appendix 2 (Personnel Management And Administrative Support) To Annex E (Personnel And Administration) To Ft Mobilization Plan

1. References.

a. AR 600-8-101

b. FR 500-3-1,3

2. General.

3. Concept.

a. Management of MPRJ, Medical and Finance Records for RC. RC records will move be provided to the installation to support in-processing and development of deployment packets. Installations will create two copies of deployment packets, one to move forward with the unit/soldier and one to support sustainment actions by the installation. RC records will be returned to appropriate RC administrative support elements to support continued RC personnel management actions.

b. Deployment Packets. Develop procedures to create individual deployment packets for all deploying soldiers. As noted above, installations must create two copies of the deployment packet. The personnel records, medical records or dental records are not deployed with units or individuals. Guidance in AR 600-8-101 and FORSCOM REG 500-3-2 defines

requirements for deployment packets for soldiers. Installations need to plan administrative support to establish the packets on receipt of deployment orders. For a temporary change of station (TCS) the following forms are adequate:

a. Readiness and Deployment Checklist

b. DA Forms 2 and 2-1 (SIDPERS 2 sites) or Enlisted Record Brief/ Officer Record Brief (SIDPERS 3 sites).

c. DD Form 93 and SGLI.

d. Immunization records.

e. DA Form 3955.

f. DA Forms 8007 and 4036-R.

g. Predeployment medical questionnaire

h. Promotion report (C-10, SIDPERS 2 or AAA-242, SIDPERS 3) for soldiers on promotion lists to E5-6.

i. DA Form 873, Certificate of Clearance and/or Security Determination

j. Orders.

k. Additional forms may be required by the supported CINC. Forwarding other personnel records in a permanent change of station (PCS) will depend on guidance from the supported CINC and DA DCSPER.

***ENCLOSURE 3 (Casualty Reporting) To
Appendix 2 (Personnel Management And
Administrative Support) To Annex E
(Personnel And Administration) To Ft
Mobilization Plan***

1. References.
2. General.
3. Concept.

ENCLOSURE 4 (Decorations And Awards) To Appendix 2 (Personnel Management And Administrative Support) To Annex E (Personnel And Administration) To Ft Mobilization Plan

1. References.
2. General.
3. Concept.

ENCLOSURE 5 (Promotions) To Appendix 2 (Personnel Management And Administrative Support) To Annex E (Personnel And Administration) To Ft Mobilization Plan

1. References.
2. Brief/update unit commanders on promotion standards for all components. Ensure mobilized service members are integrated into Active Army promotion lists, when directed by HQDA.
3. Concept. During PSRC and initial phases of Partial Mobilization, the current promotion guidance from DA is to continue promotion actions using the existing component policies.

Installation commanders need to become aware of promotion procedures for all components and brief unit commanders on different standards. On direction from DA, ensure RC personnel are considered for promotion in the Active Army on an equal basis with personnel on active duty and their dates of rank (DOR) are adjusted. The adjusted DOR must be put into SIDPERS so both the installation and PERSCOM have the adjusted DOR. This ensures mobilized RC personnel appropriate consideration for promotion by either a centralized or decentralized promotion system.

***APPENDIX 3 (Civilian Personnel) To Annex E
(Personnel And Administration) To Ft
Mobilization Plan***

1. References.
 - a. AMOPES
 - b. FORMDEPS
 - c. AR 690-11
 - d. DA PAM 690-47
2. General. This appendix must address plans to coordinate civilian personnel management actions under regionalization concepts. Plans must be coordinated with the Civilian Personnel Advisory Council (CPAC) and the Civilian

Personnel Operations Center
(CPOC).

3. Concept. As a minimum the plan should address.
 - a. Key Personnel Management
 - b. Recruiting Actions upon mobilization
 - c. Manning/augmentation of supported activities.

Enclosures

1. Key Personnel
2. Recruiting
3. Supported activities
- 4-XX. TBD

***ENCLOSURE 1(Key Personnel) To Appendix
3 (Civilian Personnel) To Annex E (Personnel)
To Ft Mobilization Plan***

1. Reference.

a. AR 690-11

b. TBD

2. General. This enclosure must address actions supporting management of key employees.

a. Ensure key civilian employees are not subject to military call-up during mobilization. Supervisors/managers will conduct the following actions to preclude the call-up of key employees:

(1) Management, in conjunction with the activity Force Development/Resource Management Office, will identify the key civilian positions and annotate them on

MOBTDA before submitting the MOBTDA to the Civilian Personnel Advisory Center (CPAC).

(2) Conduct an annual survey of all Emergency Essential, Key and cadre identified personnel for any recall obligation. Submit requests for exemption from call-up to the appropriate service for military retirees subject to recall and to appropriate RC command for ARNG or USAR TPU members, IMAs, or IRR. Initiate other appropriate action as required.

b. Ensure key employees and mobilization cadre are kept informed of their responsibilities in executing the mobilization mission. Functional assignments and responsibilities will be reviewed and discussed with affected employees, annually.

***ENCLOSURE 2 (Recruiting) To Appendix 3
(Civilian Personnel) To Annex E (Personnel)
To Ft Mobilization Plan***

1. Reference AR 690-11.
2. General. This enclosure must address actions required to support recruiting efforts upon mobilization.
3. Concept.
 - a. Ensure a job description is prepared for each MOBTDA position. Supervisors will maintain a copy of each job description for each MOBTDA position. Job descriptions will be reviewed annually to ensure duties and responsibilities are correct. Significant changes will be coordinated with the servicing CPAC specialist.
 - b. Ensure preparations are made for the expeditious recruitment of civilian manpower to meet mobilization requirements. The manager, in consultation with the Civilian Personnel Advisory Center (CPAC) and other staff and operating officials, will develop a list of positions (including organizational, EE, Key, and

Cadre) by title, series and grade, indicating priority for fill, and forward to the CPOC. The CPOC will develop recruitment strategies for contingency operations to address all phases of mobilization (PSRC, partial, and full mobilization) and include an assessment of all in-Service and outside recruitment sources available to the installation. Retired federal civilian and military personnel will be included in the assessment. As appropriate, job orders will be prepositioned at local public employment offices. Staffing needs which are not likely to be met from the local labor market will be reported to HQ FORSCOM for recruitment assistance.

c. Ensure arrangements are complete for training newly acquired civilians. The Commander, Army Component, in the Unified Command, will determine the minimum requirements for training and equipping deployed civilians. The deploying activity is responsible for insuring that training requirements are met IAW AMOPES and MACOM guidance.

***ENCLOSURE 3 (Supported Activities) To
Appendix 3 (Civilian Personnel) To Annex E
(Personnel) To Ft Mobilization Plan***

1. References.

2. General. This enclosure must address support to sites that are manned/augmented upon mobilization. Example would be Ft Rucker, AL requirement to support activities at Camp Shelby, MS.

3. Concept. Ensure the civilian personnel office at a newly activated installation is capable of operations. Plan should include establishment of a CPAC, as required. After notification an installation is to be activated, the cadre civilian personnel officer will:

a. Assemble all members of the (CPOC or CPAC) cadre and brief them on the guidance and information from command headquarters.

b. Discuss each (CPOC/CPAC) cadre member's role and responsibilities with the cadre member.

c. Confirm the readiness of clerical personnel to accompany the cadre to the installation.

d. Review the installation's MOBTDA to ensure titles, series, and grades are accurate and the duties and responsibilities in positions descriptions are current and appropriate for the functions to be performed.

e. Ensure the training packet for new civilian personnel office employees is ready for use.

f. Require the (CPOC/CPAC) cadre to review lists of eligibles for filling key civilian personnel office positions, assist in

making tentative selections, determine availability of selectees, and submit nominations to the command for approval.

g. Analyze the availability of supplies and equipment for the new civilian personnel office to ensure quantity and quality to meet operational requirements.

h. Review blank forms and publications available for use at the installation for currency and adequacy.

i. Ensure equipment and supplies will be moved to the installation in a timely manner.

j. Visit the facility assigned to house the civilian personnel office CPAC to determine its readiness for occupancy. If it is not completely usable, prepare work orders to make it so.

k. Prepare a physical location plan for the efficient use of personnel, office machines, equipment, and processing operations.

l. Ensure temporary duty (TDY) orders and travel schedules will bring cadre members to be activated to the installation on the dates needed.

m. Ensure the installation commander designee has delegated authority to the cadre civilian personnel officer to act for the commander in administering the civilian personnel program.

n. Review pre-positioned local policy and procedural civilian personnel employment and services issues.

o. Examine plans for disseminating to the public, information on civilian manpower needs, work accomplishments, installation programs, and other related matters.

p. Secure information on manpower resources available in the local labor market.

q. Review local wage rates and advise HQDA (DAPE-CP) of any inequities.

r. Notify the appropriate United States Office of Personnel Management area office and the State Employment Service of the installation's activation and obtain their assistance in preparing and executing recruitment and appointment plans and procedures.

s. Prepare to activate pre-positioned personnel requisitions at the local public employment office (LPEO). Inform the

LPEO of the date candidates should begin being referred to the installation.

t. Inform the former civilian employees, whose names and addresses were obtained from the civilian personnel office files received from the US Army Reserve Component Personnel and Administration Center, of the installations activation. Ask whether they are available for placement.

u. Submit a list of vacancies requiring personnel with critical skills to the command representative for command or Army wide recruitment actions.

***ENCLOSURE 4-XX (TBD) To Appendix 3
(Civilian Personnel) To Annex E (Personnel)
To Ft Mobilization Plan***

As determined by the installation

***APPENDIX 4 (Personnel Service) To Annex E
(Personnel And Administration) To Ft
Mobilization Plan***

1. References.

a. FM 12-6

2. General. This appendix must address personnel service support activities that are not included in other sections of the plan.

3. Concept.

Enclosures

1. Postal

2-XX To be determined by the installation.

ENCLOSURE 1 (Postal) To Appendix 4 (Personnel Services) Annex E (Personnel And Administration) To Ft _____ Mobilization Plan

1. GENERAL. To provide major installation postal procedures for distribution of personal and official mail during mobilization.

2. SCOPE. The installation postal officer:

a. Advises the commander on postal matters.

b. Coordinates all postal functions of the installation or operating location.

c. Supervises administrative procedures as necessary to ensure uniform, secure mail handling operations.

3. RESPONSIBILITIES.

a. Ensure each unit postal officer and PSC supervisor is thoroughly oriented in DOD Postal Manuals 4526.6-M, volumes I and II; AR 600-8-3; and AR 25-51 and applicable supplements.

b. Ensure training is provided for unit and PSC mail clerks or mail orderlies and alternates, as necessary.

c. Arrange mail service for incoming units.

d. Ensure mail for deceased military personnel is processed.

e. Keep an up-to-date record of installation units and of those

inactivated, redesignated, or permanently departed during the previous year. Provide the servicing postmaster with a copy of this record and all changes.

f. Ensure adequate postal services are provided to all personnel.

g. Ensure commanders of arriving units furnish the serving postal officer, within 48 hours, a properly completed DA Form 3955 (Change of Address and Directory Record) for each accompanying member or a microfiche listing of such members. DA Form 3955 is available through normal publications supply channels.

h. Ensure suspected cases of rifling, theft, destruction, and other postal offenses are reported IAW the DOD Postal Manual.

i. Cooperate with postal inspectors regarding complaints, inquiries, and claims processed for personnel served.

j. Conduct postal inspections to ensure compliance with appropriate postal directives.

k. Ensure appropriate coordination with the United States Postal Service (USPS) to assure appropriate post mobilization support. The installation population may increase after mobilization. Coordination should be made with the USPS to ensure they are prepared to accommodate the increased workload.

l. Plan to increase the MS locator's capability to meet mobilization

requirements. Mobilization will require a significant increase in the PPP/PSP locator's capability to maintain directory files and direct mail, and train and approve mail service personnel. Plan for the expansion of facilities, manpower, and other required resources to

accomplish the mission. Have an adequate supply of DA Forms 3955 (Change of Address and Directory Card); a minimum of two cards is needed for each individual that mobilizes.

***APPENDIX 5 (Safety) TO ANNEX E
(PERSONNEL AND ADMINISTRATION) TO
FT _____ MOBILIZATION PLAN***

1. References.
2. General.
3. Concept.

***APPENDIX 6 (Family Assistance) To Annex E
(Personnel And Administration) To Ft
Mobilization Plan***

1. PURPOSE. To identify family support requirements, responsibilities, and procedures during the predeployment and deployment phases of mobilization.

2. SCOPE. The Dependents Assistance Plan will apply to the families of active and RC personnel that depart from, arrive at, or settle near the installation.

3. MISSION. On mobilization, the Fort _____ Army community service center becomes the family assistance center (FAC), providing a full range of information and referral, relocation, financial assistance, counseling, and child care services on a 24 hour a day basis.

4. EXECUTION.

a. Premobilization Phase.

(1) Tasks. List the specific family-member-related tasks to be accomplished, including the designation of the ACS center as the mobilization family assistance center (FAC) and the appointment of a family assistance officer (FAO) (normally the ACS officer), the identification of a family assistance team (FAT), which includes the chaplain, finance and accounting officer, JAG, TRICARE advisor, housing officer, ACS family assistance officer, Army Emergency Relief (AER) officer, CPO, and a representative from the

STARC. DA Pam 360-525 (Family Assistance Handbook for Mobilization) has been published for distribution to members of RC units and the Individual Ready Reserve (IRR). The preparation of a local supplement to DA Pam 360-325 is recommended.

(2) Responsibilities.

(a) Unit members.

(b) Unit commander.

(c) Family Assistance Officer.

1. The FAO serves as a point of contact to coordinate with civilian community agencies (to include the local chapter of the American Red Cross, Department of Social Services, USO, and other similar organizations) to develop contingency plans for providing emergency assistance to family members who, without authority to do so, follow the activated RC forces. Emergency shelter, food, and relocation planning may be required, depending on the capacity of the local community to absorb a large population influx. Persons who are financially able to provide for their own support may need short term emergency assistance due to the inability of the local community to house them. FAO and local agencies should, as a minimum, plan to provide for the use of schools, gymnasiums, churches, and other community facilities for emergency shelter and feeding points. Counseling should

focus on helping family members establish long-range plans, to include returning to their home of record.

2. The FAO will establish points of contact with the State area command (STARC) in his area of responsibility in accordance with AR 5-9. The FAO should coordinate services with the STARC and, as a minimum, provide the STARC with installation specific information, local information, and referral directories so the STARC can accomplish their information and referral mission. The STARC serves as a distribution point for installation specific supplements to DA Pam 360-525. STARC personnel who are responsible for providing family support should be made aware of installation training opportunities to help them prepare for their mission.

3. Other responsibilities related to the establishment of the FAC.

(3) List the services required by families, including information and referral (through mobilization briefings, mobilization handbooks, and checklists) and financial counseling.

b. Postmobilization Phase.

(1) Lists the specific family member related tasks to be accomplished, including the activation of the FAC (possibly on a 24 hour a day basis initially), the activation of the FAT, the implementation of the ACS portion of the mobilization table of distribution and allowances (MOBTDA), and the provision of a full range of family related services. Be aware of the restrictions on movement of family members and transportation of household goods as stated in paragraph 4-12, DA Pam 360-525.

(2) Responsibilities.

(a) Unit Members.

(b) Unit Commanders.

(c) Family assistance officers.

(3) List the services required by families during the deployment phase of mobilization, including information and referral, relocation, financial counseling and assistance, crisis intervention counseling, 24 hour a day emergency child care services, and the operation of a 24 hour a day telephone hotline.

***APPENDIX 7 (Education) To Annex E
(Personnel And Administration) To Ft
Mobilization Plan***

1. References.
2. General. There should be no change to current education policies and procedures established by the installation. Education centers would continue to inprocess and offer the activated RC Backfill Troops the same services that were available to AC soldiers prior to deployment.
3. Concept.

***APPENDIX 8 (Morale, Welfare, And
Recreation Services) To Annex E (Personnel
And Administration) To Ft
Mobilization Plan***

1. References.

a. FORSCOM REG 500-3-1

2. General. This appendix must address services provided to mobilized and deploying forces. Guidance derived from Appendix 7, Annex E, FMP should be applied here.

3. Concept.

ENCLOSURES

1. Installations Club Management
2. MWR Kits

***ENCLOSURE 1 (Installation Club
Management) To Appendix 8 (Morale,
Welfare, And Recreation Services) Annex E
(Personnel And Administration) To Ft
Mobilization Plan***

***ENCLOSURE 2 (MWR Kits) To Appendix 8
(Morale, Welfare, And Recreation Services)
Annex E (Personnel And Administration) To
Ft _____ Mobilization Plan***

APPENDIX 9 (American Red Cross) To Annex E (Personnel And Administration) To Ft Mobilization Plan

1. References.

2. General. Coordinate with the American Red Cross to ensure adequate coverage is programmed to support both mobilization and deployment at installations.

3. Concept. The American Red Cross has decreased their paid staff during the past. This might impact on their ability to provide support during and subsequent to mobilization. The field directors and local chapters should be contacted.

APPENDIX 10 (Individual Mobilization Augmentees And Retirees) To Annex E (Personnel And Administration) To Ft Mobilization Plan

1. References.

2. General. Plan for use and initial reception and processing of Individual Mob Augmentees (IMAs) and Retirees.

3. Concept.

a. Both IMA and retirees are resources that are pre-identified against MOBTDA requirements. These individuals are ordered to

AD by AR-PERSCOM after approval from HQDA.

b. Installations must receive and in-process these soldiers, update or establish local records, and process into appropriate STAMIS.

c. Nonunit individuals should have a central reception center when they report to thePPP/PSP. Data detailing the mobilization population is contained in MOBPERS reports and reports on retirees and IMAs.

***APPENDIX 11 (Demobilization) To Annex E
(Personnel And Administration) To Ft
Mobilization Plan***

1. References.

2. General. Plan for redeployment of units from OCONUS operations. Plan to separate the RC soldiers and deactivate the units you have mobilized.

3. Concept.

a. Upon cessation of hostilities, political and social focus will push for return of deployed units to CONUS. Installation commander must plan for receipt of the units, ceremonies, family reunion, and movement of soldiers to transition centers for separation/transfer processing actions.

b. Transition Center (TC). You must plan for the organization location, and operation of a TC. DD Form 214 is the key form used in this process, and it is a sensitive form. Ensure an adequate supply of DD Form 214 and related forms are available to enable processing of a projected Demobilization population. Ensure coordination with the ITO is effected for transportation support and with the engineers for facilities. Some type of a separation medical examination may also be required.

c. Address requirements for physical exams, management of soldiers who cannot be released, and continued medical support to families..(May be in Medical Annex)

d. Address final pay.

APPENDIX 12 (IRR Processing And CRC Operations) To Annex E (Personnel And Administration) To Ft _____ Mobilization Plan

1. References.

2. General. For TRADOC Installations with Reception Battalions and CONUS Replacement Center (CRC)/Individual Deployment Site (IDS). Plan for initial receipt and processing of Individual Ready Reserve (IRR).

3. Concept.

a. IRR are required to process through a TRADOC Reception BN for initial processing and skill testing. They move from the REC BN to the appropriate school for refresher training.

b. Once training is completed the IRR are managed by DA PERSCOM for move to a CONUS Replacement Center for deployment against an OCONUS requirement or assignment as a filler to a deploying unit in CONUS or a CONUS Sustaining Base Unit.

c. The FORSCOM Mobilization Planning Application on GCCS-A (former MPES) provides installation commanders with information on mobilizing units. MOBPERS provides, by military personnel category, a monthly report on individuals from the IRR who will be mobilized at TRADOC installations for screening prior to assignment orders as an individual filler through a CONUS

Replacement Center, as a filler to a unit scheduled for deployment or for assignment to a CONUS sustaining unit . Additionally, retirees are preassigned to installations against mobilization requirements.

**ANNEX F Public Affairs to Ft XXXXX
Mobilization Plan**

1. SITUATION.

a. General. Include a statement that this annex prescribes policies and procedures for implementation of the PA programs in support of the Ft XXXXX Mobilization Plan.

b. Describe the local public affairs climate and environment.

c. Summarize the PA plans and actions of external headquarters and government agencies in support of the Ft XXXXX Mobilization Plan.

d. Assumptions. List the actions that must be accomplished by external headquarters for effective PA planning.

2. MISSION. Define the PA mission in support of mobilization.

3. EXECUTION.

a. Concept of Operations. Define the focus of PA activities.

(1) General. Include a statement that PA activities will be directed toward the five phases of mobilization.

(a) Phase I - Planning. Define PA tasks which should be accomplished prior to and in preparation for mobilization.

(b) Phase II - Alert. Define PA tasks for the alert.

(c) Phase III - Home Station. Define PA tasks to assist RC units at home station if any. Remember these units do not come

under the command of the mob station until arrival of the main body.

(d) Phase IV - Mobilization Station. Define the PA tasks for informing the internal public of events, policies, and conditions which affect them as individuals and external public of military actions to the extent necessary to dispel rumors, prevent anxiety and concern, and develop public esteem and respect for the Army and Army personnel.

(e) Phase V - Port of Embarkation. Define the PA role and tasks for providing information while units are at the ports.

(1) Define the Community Relations (CR) program aimed at communicating with the external public.

(2) Define the Command Information (CI) program aimed at informing RC units and the public of events, policies, and conditions affecting them during mobilization.

(3) Define the Media Relations (MR) program to inform the public of the military situation in accordance with PA policies and operations security (OPSEC) requirements.

b. Delineate the PA responsibilities of higher headquarters, your installation, and RC units for Army regulations, policies and mobilization plans.

c. Define the security procedures to prevent the inadvertent release of classified and sensitive information.

5. COMMAND AND SIGNAL. See basic plan.

**ANNEX G Medical To Ft XXXXX
Mobilization Plan**

1. References.

- a. AR 40-61
- b. AR 40-66
- c. AR 40-562
- d. AR 40-35
- e. FORSCOM Reg 700-2
- f. MEDCOM Reg 10-1
- g. MEDCOM Reg 40-21

2. General. This annex provides guidance to determine medical support requirements and outline a support plan to execute the support requirements. The single most important planning factor to consider is the projected increase in supported population during mobilization and commensurate increases in medical support requirements. The installation MEDCEN or MEDDAC will address execution of expanded base operations medical support in the medical annex to the installation mobilization plan. Other areas to address here are:

- a. Command and control.
- b. AMEDD Specific Tasks and Policies.
- c. Appointment of a Deputy, DHS and DDS for supported installations, if applicable.

3. HEALTH CARE SERVICES FOR MOBILIZATION.

- a. Hospitalization.

b. Outpatient Care and Services.

- (1) Troop Medical Clinics.
- (2) Occupational Health Clinics.
- (3) Preventive Medicine.
- (4) Dental Services.
- (5) Veterinary Services.
- (6) Military Blood Program.
- (7) Patient Evacuation.
- (8) Optical Fabrication.

c. Beneficiary Medical Care. The Army Chief of Staff will determine policy changes (if any) for execution of beneficiary medical care during periods of mobilization.

d. Medical Chemical Defense Material (MCDM) guidance is contained in AR 40-61. MCDM is centrally managed by the U.S. Army Medical Material Agency and stored at various IMSAs. Mobilizing units will coordinate MCDM requirements with their supporting IMSA. IMSAs will release MCDM upon proper authorization from USAMEDCOM in coordination with FORSCOM.

4. HEALTH CARE FACILITIES CONSTRUCTION. (Mob Master Plan)

5. AMEDD LOGISTICS SUPPORT

Medical logistics management is a specialized function under the purview of The Surgeon General (TSG) within the Army logistics system. It is supported at the installation level by the installation medical supply activity (IMSA). The IMSA is an

integral part of the medical treatment facility (MEDDAC or MEDCEN) on each active component installation. For semi-active or inactive installations, CL VIII requisitions must be routed to the IMSA responsible for area support. Demand for consumable medical material rises significantly during mobilization. Pre mobilization planning should be conducted to ensure that the medical material requirements contained in Common Table of Allowance (CTA 8-100), Sets, Kits, and Outfits (SKOs) and Unit Assemblage (UA) listings can be satisfied in a timely manner. One vehicle to assist with that determination is the Prime Vendor Guidebook. The PV guidebook assists with the crosswalk of NSNs contained in authorization documents to the vendor's cataloging and ordering systems. Units will arrive without medical material. Therefore, knowing what to expect and how to deliver material in a timely manner makes planning imperative.

6. AMEDD PERSONNEL.

a. PROFIS.

b. Crossleveling.

c. MTF/DTF Augmentation.

d. MOBTDA Development/Requirements.

e. Professional Practitioner's Credentials Files (PCF) (AR 40-68).

f. Training Requirements.

(1) Medical/Dental Personnel Augmentating the MEDCEN/MEDDAC.

(2) Mobilizing Unit Medical/Dental Personnel.

(3) IMA and IRR Augmentation Personnel.

7. SOLDIER READINESS PROGRAM (SRP) PROCESSING REQUIREMENTS (AR 40-501, AR 600-8-1, AR 614-30, AR 220-10)

a. Health Records (HREC) Review (Medical and Dental) (AR 40-66).

b. Medical Profile Evaluations. Personnel with Permanent 3 and 4 Profiles will not deploy without record of a medical board.

c. HIV Screening Status.

d. DNA sampling. All personnel will have DNA Sample taken and on record at the repository prior to deployment.

e. Immunizations. The immunization requirements for all personnel are:

(1) Tetanus-Diphtheria. Frequency every 10 years.

(2) Typhoid (depending on method): Oral every 5 years, or injectable every 2 or 3 years (depends on brand)

(3) Yellow-Fever. Frequency every 10 years.

(4) MMR (must document measles immunization for all personnel born after 1957).

(5) Influenza. Annually.

(6) Anthrax Series: In accordance with (IAW) the Army Anthrax Vaccination Program (AVIP). The AVIP Annex B designates the time line for units to receive

immunizations.

(7) Hepatitis A series. Series of two injections given six months to one year apart. Frequency is to be determined.

(8) Hepatitis B Series: Medical Personnel only.

All personnel will maintain currency on the required immunizations.

f. Spectacles/Protective Mask Inserts. Two sets of glasses and one mask insert is the standard.

g. Dental Fitness Status (AR 40-35).

h. Panorgraphic X-ray status. Until further notice, the Dental Panorex is still required for all personnel. Dental Panorex must be obtained with a copy filed in local dental records.

i. Medical Warning Tags.

j. Other medical items.

8. MEDICAL CARE ENROUTE (AR 40-3). Health and dental care for mobilized RC personnel. RC personnel are authorized to receive essential health and dental care following mobilization at home station and while enroute to the mobilization station. Seek care from the nearest Federal medical treatment facility (MTF) when not available at Armed Forces MTF. With authorization of the MEDCEN or MEDDAC commander in whose geographical area the mobilized member is located (MEDCOM Reg 40-21; AR 5-9), seek care from civilian sources if not readily available from a Federal MTF. Prior authorization may be waived in emergencies when the urgency of the

situation does not permit obtaining the authorization.

a. Home station to mobilization station.

b. Mobilization station to APOE/SPOE.

9. INSTALLATION SERVICE SUPPORT AGREEMENTS (AR 5-9).

a. Active Army Supporting Installations.

b. Supported State Operated Mobilization Stations.

c. Supported Semi-active Federal Installations.

10. MEMORANDUMS OF AGREEMENT/UNDERSTANDING

a. Civilian Hospital Support Agreements.

b. Civilian Medical Evacuation Services.

c. Mobilizing Medical Unit Support Services.

ANNEX H Weather Services to Ft XXXXX Mobilization Plan

1. GENERAL. Each MS will write Annex H so it includes the following sections.

a. Purpose. This annex states weather support requirements, delineates responsibilities, and outlines procedures for providing weather services to Ft XXXXX upon mobilization.

b. Assumptions. As a minimum include the following:

(1) Existing Department of Defense and non DOD Continental U.S. meteorological facilities and communications are adequate and available throughout mobilization.

(2) The Air Force Weather Agency (AFWA) NIPRNET and SIPRNET system will be available and operational.

(3) Twenty four hour weather operations will be available at each CONUSA upon full mobilization.

(4) The Air National Guard (ANG) Weather Flights (WF) supporting or augmenting deploying RC forces will arrive at least 15 days prior to deployment, unless their deployment date limits arrival to fewer days.

(5) USAF weather personnel will be tasked for weather support to Ft XXXXX and be in place no later than C+0, unless M+0=C+0, in which case arrival is as soon as possible.

2. CONCEPT OF WEATHER SUPPORT
Each MS will write their concept of support to include, but not limited to the following areas:

a. Command Relationships. Include the following paragraphs as written, others as required.

(1) The Air Force, through Air Combat Command (ACC) provides or arranges for weather support to the Army IAW AR 115-10.

(2) ACC, through 1st Air Support Operations Group (ASOG), 3rd ASOG and 18th ASOG, provides a Weather Support Force (WSF) for each CONUSA and mobilization station, including Ft XXXXX, that mobilize and deploy AC and RC Army divisional/brigade units.

(3) The applicable ASOG is responsible for command and control of the weather unit providing weather support to Ft XXXXX. Remote weather service is provided by the applicable Operational Weather Squadron (OWS) to all MS.

b. Operational Control. Operational Control remains within the applicable ASOG.

c. ANG WFs when activated, will be under the operational control of the applicable ASOG and will provide a SWO to most MSs whose function will be to facilitate coordination of weather support requirements between the MS and the responsible OWS and to coordinate the need for weather observers to support MS operations. ANG WFs are aligned to support Army RC divisional/brigade units and are incorporated in the DA WARTRACE program. The ANG WF commander is the Army RC divisional/brigade SWO. The SWO assists the Army RC divisional brigade unit in defining mobilization requirements, which includes as a minimum training

requirements (weapons, chemical, common soldier skills), logistics (MTOE and CTA fill), lodging, messing, and transportation to and at the MS and to the APOE.

d. Support Requirements. (NOTE: Each MS has unique weather support requirements during peacetime and mobilization, both are separate from support required for mobilizing/deploying Army divisional/brigade units). Write your concept of support to address garrison weather support requirements from announcement of deployment/mobilization to arrival of weather personnel. For an AC divisional/brigade post, only minor supplementation to the post weather support plan should be needed to cover the period of time from when weather personnel assigned during peacetime deploy with their supported AC Army unit until arrival of the MS weather personnel. For non-AC MS, state garrison weather support requirements from the time RC divisional/brigade units start arriving until arrival of the MS weather personnel (unless remote support is planned). Contact the applicable SWO for specifics on:

- (1) Forecasts.
- (2) Observations.
- (3) Weather Warnings.
- (4) Weather Watches/Advisories.
- (5) Briefings (Staff, Aircrew/Flight, Seasonal Climatology).
- (6) Required hours of operation.

3. RESPONSIBILITIES.

a. Pre-mobilization. The Ft XXXXXX MS Commander will:

- (1) Plan for the arrival and care (billeting, messing, transportation, work space) of MS garrison SWO personnel. (NOTE: These weather personnel are separate and distinct from mobilizing weather units preparing for deployment with supported combat Army forces.)
- (2) Establish the security clearance requirements and access needed by the MS SWO staff. The SWO, through USAF or ANG channels will process the paperwork.
- (3) Receive mobilizing/deploying ANG WFs arriving at the MS and linking with supported AC and RC Army divisional/brigade units.
- (4) Include status of mobilizing weather personnel and equipment when validating Army divisional units for deployment.

b. Post-mobilization. The MS will:

- (1) Identify weather service deficiencies and new requirements significantly different from previously stated needs to the assigned SWO or CONUSA SWO.
- (2) Report the mobilization and deployment status of mobilizing WF IAW FORMDEPS.

**ANNEX I UNITREP Reporting
Instructions To Ft XXXXX Mobilization
Plan**

1. PURPOSE.

a. Under provisions of the Status of Resources and Training System (SORTS), Ft XXXXX assumes responsibility for reporting SORTS data for all mobilized units upon their arrival. Once the unit arrives at the mobilization station, reporting the actual arrival date using the Mobilization, Operations, Deployment, Employment Execution (MOBODEE) system will automatically generate required SORTS transactions. A complete Unit Status Report is submitted on mobilizing units so as to arrive at FORSCOM within 72 after the unit reports to its mobilization station. For units remaining at home station for a long period of time, unit status reports are submitted on the 15th of each month.

b. To fulfill its responsibilities in reporting, installations should have the following reference documents and DSN telephone numbers:

(1) FORSCOM UICIO: 367-5522

(2) FORSCOM Operations Readiness
Branch: 367-6647/6606.

(3) References: AR 220-1, Unit Status Reporting; FORSCOM Supplement 1 to AR 220-1; FORSCOM Reg 525-3; AR 5-9 and AR 220-10.

2. EXECUTION.

a. Concept of Operations.

(1) Installations which are valid SORTS subordinate reporters (SBRPT) are

responsible for submitting SORTS reports on all Active and mobilized RC units that are located on the installation or on a subinstallation or mobilization location for which the SBRPT installation has been given responsibility. SORTS data is submitted only on units assigned to FORSCOM, TRADOC. The reporting installation Director of Plans and Training (DPT) will establish procedures for collecting data from the units located on the installation and any subinstallation or mobilization location for which it is responsible. In addition, the reporting installation provides the subinstallation's locations with DPT lists of SORTS data on units at the subinstallation or location. In addition, Unit Status Reports (AR 220-1) for units at the subinstallations and mobilization locations are processed by the reporting installation's Readiness Office, using the SORTS system. To expedite submission of Unit Status Reports from subinstallations, errors detected by the edit process should be corrected at the reporting installation whenever possible. When a subinstallation is given the means to accomplish its own reporting (AUTODIN or GCCS-A Terminal or vis classified e-mail), the subinstallation will assume responsibility for its own SORTS reporting.

b. Specific Responsibilities.

(1) The reporting installation DPT collects, encodes, and submits correctly formatted SORTS Reports for all Active and mobilized RC units assigned to FORSCOM and TRADOC stationed on the reporting installation, subinstallation or mobilization location for which the reporting installation is responsible.

(2) The subinstallation DPT and mobilization locations are responsible for

collecting the appropriate data from their units and submitting the data to the reporting installation (the SBRPT installation) as expeditiously as security considerations and communications constraints allow. The data is submitted in the format which the reporting installation desires.

(3) SORTS data are submitted per FORSCOM Reg 525-3 and AR 220-1 as expeditiously as possible.

(4) Installations prepare a SORTS SOP to explicitly state how the individual installation gathers its information from the units, generates the appropriate reports, and disseminates information to the units.

**ANNEX J Training Base Expansion to Ft
XXXXX Mobilization Plan.**

1. The format for this annex is contained in TMOPES (Training Base Expansion Plan).
2. All TRADOC installations and designated FORSCOM installations (Forts Bragg, Campbell, Hood, and Lewis) hosting an Army training center on mobilization and TRADOC schools with a training base expansion mission will prepare this annex.

**ANNEX K Information Mission Area
(IMA) Support to Ft XXXXX
Mobilization Plan**

1. SITUATION.

- a. Enemy Forces. See basic plan.
- b. Friendly Forces. See basic plan.
- c. This paragraph defines IMA resources normally available to support mobilization at the installation. These may include:

(1) Telephone Systems. Describe the Dial Central Office (DCO). Indicate whether the switches are digital, integrated voice and data, integrated services digital network, etc; and, if appropriate, include a map of the post distributed switching architecture. Other items to be included in the description are:

- (a) Building and room number (remote switch nodes as well as Main DCO).
- (b) DCO equipment manufacturer/model.
- (c) Line capacity.
- (d) Normal fill percentage.
- (e) Class A to C ratio.
- (f) Number of operator positions.
- (g) Normal operating hours expressed in ZULU time.
- (h) Maintenance responsibility. Specify source and identify any contacts.
- (i) Foreign exchange tie lines. Identify distant exchange.

(j) Number of WATS lines. Specific in/out and area of coverage.

(k) Number of DSN trunks. Identify in/out precedence level, restoration priority and DSN switch connectivity.

(l) Tenant activities served.

(m) Other. List all special purpose, non-secure telephone systems/circuits, i.e., weather and national warning systems. Include building/room number if separate from common user switchboard.

(2) Secure Voice. Describe secure voice communications capabilities to include:

(a) Type: STU-III/Red Switch/TSP-2000.

(b) Location: Building and room number.

(c) Telephone numbers.

(3) Record Communications. Document record communications capabilities to include:

(a) Telecommunications Center (TCC).

1. Location: Building and room number.

2. Nomenclature of terminal equipment to include make and system model.

3. Mode of operation.

4. Circuit speed, CCSD, restoration priority and ASC connectivity.

5. Operating hours in ZULU time.

6. Nomenclature of secure equipment.

7. Authorized security level of traffic.

8. Personnel security clearance requirements.

9. Phase I and Phase II alternate routes under the Contingency Alternate Routing Plan (CARP).

10. Customers serviced by the TCC.

11. Appendix showing procedures used to authorize receipt/delivery of message traffic from/to TCC.

(b) Local Area Land Networks (E-Mail).

(4) Global Command and Control System (GCCS) Terminal.

(a) Location.

(b) Operating hours both in crisis and normal operations.

(c) Personnel security clearance required.

(5) Facsimile Service. Identify common user and dedicated facsimile machines. Repeat information for each device. Address both secure and non-secure capabilities.

(a) Location to include building and room number. Specify owning organization for dedicated devices.

(b) Type (analog or digital), make and model of equipment.

(c) Compatibility.

(d) Operating hours in ZULU time.

(e) Secure device.

(f) Telephone number.

(g) Confirmation telephone number.

(6) Non-tactical Radio.

(a) List all base radio nets/paging systems to include:

1. Commander's net.

2. Emergency Operations Center (disaster, crash, net, etc.).

3. Provost Marshall's Office (MP, investigator nets).

4. Industrial Operations (motor pool, housing, taxi, administrative nets, etc.).

5. Facilities engineer (engineer, fire alarm nets, etc.).

6. Health/Dental Clinic/Hospital (emergency medical system, paging systems, etc.).

7. Safety office (range control, etc.).

(b) Describe coordination, frequencies, and procedures required to authorize entry into the various networks, to include access to stations, contact/operating frequencies, and maintenance responsibility.

(7) Cable Distribution System.

(a) Describe outside plant facilities.

1. Number and length of available cable pairs.

2. Number of cable pairs in use.

3. Number of defective cable pairs.

4. Wire gauge.

5. Number/length of underground cables, direct buried.

6. Number/length of underground cables, duct systems.

7. Number/length of aerial cables.

8. Document any known problem areas.

9. Advise minimum essential operational requirements to include support of contingency missions.

(b) Commercial entrance cable.

1. Address the capacity of the local telephone company (TELCO) entrance cables at the installation switch.

a. Total number of cable pairs (Do not consider defective cable pairs).

b. Number of cable pairs currently in use.

c. Number of available cable pairs.

2. Document any known problem areas.

(c) Other distribution facilities (i.e., coax, fiber optics).

(8) Automation.

(a) Define the resources, requirements, and responsibilities of the data processing installation (DPI) and the distribution processing center (DPC) during mobilization and provide for an orderly and accelerated expansion of peacetime processing capabilities to a mobilization environment.

(b) Provide primary and alternate points of contact for mobilization issues.

(c) ADP resources.

1. ADPE.

a. BASOPS. Identify major systems available for installation support, (i.e., ASIMS, Installation Management System [IMS], RAMS, and any local/command unique systems).

b. RC units. Identify ADP assets and capabilities of mobilizing RC units. Outline the procedures for the receipt and issue of authorized MTOE/TDA ADPE.

c. ADP Reserve Capability (ADPERCAP). List other potential local sources of ADP support. Do not exclude any alternate source for lack of formal/informal agreement. Alternate sources are identified only for contact in the event of an emergency mobilization support requirement.

2. Office Automation (OA).

a. BASOPS. Identify OA systems and associated capabilities (i.e., word processing, electronic mail, graphics, document distribution, and provide a synopsis [hardware/software, work load, network configuration]) of each.

b. RC Units. Identify OA assets and capabilities of mobilizing RC units. Outline the procedures for the receipt and issue of authorized OA.

3. Communications circuits. Identify communications circuits in support of automation. Include circuit numbers,

operating speed, and terminal locations for both dedicated and common user services.

4. Information systems not available but required.

a. Report requirements in same format as resources available. Indicate date support is required with relationship to M-Day.

b. Include procedures outlining how automation support will be obtained or describe manual systems to be implemented in lieu of automated support (insure personnel impact has been considered for the latter).

c. Discuss automations potential problem areas and recommended solutions.

d. Automation Equipment: Identify projected automation equipment shortfalls and summarize actions to meet information processing requirements.

e. Personnel: If staffing is not currently adequate to support mobilization, summarize actions taken to correct deficiencies.

5. Supporting and supported installation considerations: Discuss automation support that will be provided to other mobilization stations or received from a support installation. Mobilization stations which do not have organic automation equipment must outline how automation support will be obtained, or how manual systems will be implemented in lieu of automation support.

6. Add an appendix which identifies your installation's automation systems for mobilization. Include STAMIS, MACOM, and installation unique requirements.

(9) Printing and Publications. Identify the installation printing and publication facilities to include:

(a) Location of equipment (Building/room number).

(b) Equipment nomenclature.

(c) Normal operating hours in ZULU time.

(d) Maintenance responsibility (government/contract). Identify any contracts.

(e) Outline the facility services and systems for printing and duplicating/copying, as well as the design, production, and procurement of printed materials and blank forms.

(f) Work load (present/projected).

(10) Visual Information (VI). List all audiovisual equipment, excluding MACOM designated VI activities that are integrated with training device support activities in a Training and Audiovisual Support Center (TASC).

(a) Still photography, model and serial number.

(b) Motion picture equipment, model and serial number.

(c) Television equipment, model and serial number.

(d) Audio equipment, model and serial number.

(e) Graphic Arts.

(f) Visual information library.

(g) Visual information maintenance capability.

(h) Video teleconferencing.

(11) Records Management.

(a) Identify all office copiers and micro graphic equipment in support of the installations internal information needs.

(b) Designate a Management Information Control Liaison Officer (MICLO).

(c) The MICLO will brief mobilization units on the following elements of the Army's records management program.

1. The Modern Army Record Keeping System.

2. Correspondence management.

3. Operation of the installation records holding area.

4. Freedom of Information and Privacy Acts.

5. Publication of local directives and forms.

(d) The MICLO will provide training surveys and evaluation of records, as necessary, to mobilized units.

(e) Distribution/postal support.

1. Distribution. Describe procedures, present/projected.

2. Postal. Postal services will be provided under appropriate regulations.

2. MISSION. To plan, program, acquire, install, operate, and maintain IMA facilities

in support of Ft XXXXXX and tenant activities upon mobilization.

3. EXECUTION.

a. Concept of Operations.

(1) Address concept for each phase of mobilization. Discuss proposed use of automation, communication, visual information, records management, and printing and publications resources.

(2) Report planned expansion of IMA resources to satisfy increased demands for service. Include organic resources of arriving non-deploying RC units identified in separate appendix. Do not plan to use organic resources of deploying RC units for base communications support.

(3) Discuss the planned use of automation resources including resources of RC units and ADPERCAP. Identify those TDA positions which are especially critical to the mobilization effort and describe key responsibilities.

(4) Outline the implementation of essential system processing and the means of addressing the functions.

b. Tasks and responsibilities. Address under each phase. Identify all IMA associated tasks and assign responsibilities. Discuss planning, acquisition/leasing, installation, operation, maintenance, security tasks, and COMSEC equipment control and storage as appropriate.

(1) Phase I should include:

(a) Coordination between MS, support site and assigned non-deploying RC units to develop plans for expansion of IMA

capabilities, to include a check list of actions required in support of full mobilization requirements.

(b) The DOIM should make detailed plans for the use of existing equipment, (i.e., telephone, facsimile, computers, radios, reproduction equipment, ADP items, etc.). This plan should identify the equipment priority, location, and the office/agency/unit that will surrender the equipment. This plan must be coordinated with the losing organization so its operation will not be severely hampered by the loss of equipment.

(c) Annually review/update IMA plans, to accomplish mobilization objectives.

(d) Develop any additional documentation and obtain IMP initiative approval for expanded IMA support requirements not already submitted in form of Capability Requirements (CAPRs) and/or IMP initiatives. Program funding requirements in the appropriate funding submission (PARR/COB). Forward the CAPRS as present upgrade requirements through command channels (See Appendix 2).

(e) Continually initiate actions to reduce last minute administrative processing time required to accomplish mobilization objectives. Some examples are:

1. Develop a list of primary and alternate IMA mobilization points of contact, to include telephone numbers.

2. Prepare mobilization Local Service Requests (LSR) and Request for Service (RFS) for telecommunications services required upon mobilization. Retain the RFS and LSR at the installation level until service is required.

(f) Identify projected IMA shortfalls. Summarize interim steps of the supporting installation. Define additional information systems hardware and services which will be required as a minimum, those listed in paragraph 1c(1) through 1c(12) of this Annex.

(2) Phase II should address:

(a) Review IMA objectives. Modify planned actions as required to conform to mobilization directives from higher headquarters.

(b) Establish priority of IMA actions required to support mobilization directives.

(c) Initiate actions to implement the MOBTDA and CAPR/RFS submitted during Phase I.

(d) Determine RC frequency requirements.

(e) Review/update operations security (OPSEC) procedures IAW AR 530-1.

(f) Evaluate feasibility of support agreements (ISSA) or contract support to compensate for shortfalls in minimum essential requirements.

(g) Submit MCA/minor construction projects identified during Phase I through appropriate facility engineer.

(3) Phase IV should address:

(a) Submission of radio frequency requirements for arriving RC units which cannot be satisfied locally to appropriate Army frequency coordinator and area frequency coordinator.

(b) Expanded hours of operation for the TCC as appropriate.

3 - Major/Minor Construction Projects at Mobilization Stations.

(c) Activate emergency operations center as appropriate.

(d) Development of fallback procedures to be implemented in event of extended loss of service.

(e) Review/update of SOI, SSI.

(f) Review/update of security procedures.

(g) Initiation of extra security measures.

(h) Identification of IMA shortfalls not previously identified.

(i) Identification of any other anticipated problem areas and planned corrective actions.

c. Coordinating Instructions: Discuss any special coordinating instructions pertinent to this Annex.

4. SERVICE SUPPORT.

a. Personnel. See Annex E, this plan.

b. Logistics. See Annex D, this plan.

5. COMMAND AND SIGNAL.

a. Signal: List applicable SOI. Attach copies of separate appendices as appropriate.

b. Command: See basic plan.

APPENDICES:

1 - Active CAPR in Support of Mobilization.

2 - New Project Requirements in Support of Mobilization.

***APPENDIX 1 Active CAPRS in Support of
Mobilization to Annex K (Information Mission
Area) to Ft XXXXX Mobilization Plan***

The following CAPRS are active at Ft
XXXXX and have been submitted in
support of mobilization.

CAPR NO.	CLASS	PROJECT TITLE
COST OF PROJECT	STATUS	

- 1.
- 2.
- 3.

***APPENDIX 2 New Project Requirements In
Support Of Mobilization to Annex K
(Information Mission Area) to Ft XXXXXX
Mobilization Plan***

The following IMA expansion projects have been identified at Ft XXXXXX to support mobilization.

PROJECT TITLE
APPROXIMATE COST
CAPR COMPLETION
REQUIRED AT M-DAY
STATUS

- 1.
- 2.
- 3.
- 4.
- 5.

***APPENDIX 3 Major/Minor Construction
Projects to Annex K (Information Mission
Area) to Ft XXXXXX Mobilization Plan***

The following major and/or minor construction requirements must be completed at Ft XXXXXX in support of mobilization.

MAJOR/MINOR
PROJECT TITLE
APPROX COST
FORM 1391 SUBMITTED

- 1.
- 2.
- 3.

**ANNEX L Operations Security (OPSEC)
to Ft XXXXX Mobilization Plan**

1. GENERAL.

- a. Purpose.
- b. Definition.
- c. Objective.
- d. Responsibility.

2. HOSTILE THREAT (as it applies to the installation)

- a. HUMINT Threat.
- b. SIGINT Threat.
- c. EW Threat.
- d. PHOTINT IMINT Threat.

3. OPSEC COUNTERMEASURES (use appendixes as necessary)

- a. Installation Program.
 - (1) Physical Security.
 - (2) Information Security.
 - (3) Counterintelligence.
 - (4) Deception Activities.
 - (5) SIGSEC.
- b. Mobilizing units.
 - (1) Annual Briefings/Training.
 - (2) SIGSEC.

**4. ESSENTIAL ELEMENTS OF
FRIENDLY INFORMATION (EEFI) (List
specific aspects of the operation as they
apply to the installation)**

- a. Unit Status Report.
- b. Deployment dates.
- c. Ports of embarkation.
- d. Special training required.
- e. Special equipment required.

**ANNEX M Resource Management to Ft
XXXXX Mobilization Plan**

1. **PURPOSE.** To provide resource management guidance for mobilization at Ft XXXXX.

2. **FINANCE AND ACCOUNTING.** Information listed is not meant to be copied verbatim in an installation mobilization plan. It is furnished to assist in insuring all aspects of finance and accounting are included.

a. Finance and accounting support at MS is a BASOPS mission. Finance and accounting assets assigned to the MS will perform this mission.

b. For active peacetime installations that become mobilization stations upon mobilization, TDA Finance and Accounting Offices (FAO) are already in place and operating

c. For SOMS and peacetime semi-active sub-installations, there are no peacetime TDA FAO established. These installations get their peacetime finance and accounting support from their supporting United States Property and Fiscal Office (for SOMS) or from their supporting installation (for peacetime semi-active sub-installations) in accordance with AR 5-9. Upon mobilization, these installations become mobilization stations and have FAO documented in their MOBTDA. From the time mobilization is declared, to the time the MOBTDA is activated and the FAO is approved, established and ready to operate, these installations must get their finance and accounting support from their SI.

d. SOMS and peacetime semi-active installation commanders which have FAO

documented in their MOBTDA will require the FAO be established IAW AR 37-103, chapter 2. While the FAO are documented in the MOBTDA, establishing a finance office must be approved by the Defense Finance and Accounting Service (DFAS). This approval must be requested during the planning process, prior to mobilization. The request should state the FAO would be activated upon activation of the MS MOBTDA.

e. The primary mission of TOE Finance Detachments (FD), Finance Support Units (FSU), Corps Finance Groups (CFG), and Theater Finance Centers (TFC) at the MS is to train and prepare for impending overseas deployment. These units should not be assigned BASOPS finance and accounting missions at the MS. In instances where time permits, these units may augment TDA finance and accounting assets, as long as this does not impede their training and preparing for overseas deployment.

f. **Military Pay Procedures.**

(1) Initially, peacetime military pay procedures will be extended to the Area of Operations (AO) for support to deployed forces. As such, the peacetime Defense Military Pay Office (DMPO) vice finance office for active Army units and the mobilization station DMPO vice finance office for RC units will retain responsibility for these units' pay accounts.

(2) As the military operation develops, DFAS will issue additional procedural guidance for changes to the military pay system. As the AO and theater develop, responsibility for the pay accounts for deployed units will probably transfer to finance units in the AR. This will depend in part on the future development of a

battlefield finance system and on communications link from the AO to the DFAS Centers.

g. Accounting Procedures.

(1) Initially, accounting support to the deployed force will be provided by the force's peacetime installation finance and accounting office. Specific coordinating instructions will be issued by message from FORSCOM, in conjunction with other commands, identifying which accounting offices will support which units. Specific technical coordinating instructions will also be included in this message.

(2) As the military operation develops, a centralized accounting activity may be established to provide accounting support to the deployed force. The decision to centralize will be made by DFAS. If a centralized accounting office is established, DFAS (in conjunction with the MACOM operating the central office) will issue specific implementing and coordinating instructions by message.

3. PAY ACCOUNTS FOR RESERVE COMPONENT FORCES. The following procedures apply for Army Reserve and Army National Guard forces upon mobilization.

a. USAR Forces:

(1) For Troop Program Units (TPU), DFAS will transfer the soldiers pay accounts to the active force pay file (JUMPS-Army Master Military Pay File (MMPF)) when the TPU is mobilized for six months or more effective on or subsequent to the mobilization date. DFAS will also automatically remove the pay accounts from the RCMPF effective the month in which the mobilization occurs. On

receipt of unit mobilization orders, the unit will call the servicing JUMPS-RC input station within 24 hours and provide:

- (a) Name of individual calling.
 - (b) Unit designation.
 - (c) UIC and Unit Payroll Number (PRN).
 - (d) Mobilization order number, issuing authority, and date of order.
 - (e) Effective date of mobilization.
 - (f) The name and address of the MS where the unit will report.
 - (g) The name and Disbursing Station Symbol Number (DSSN) of the active army installation providing pay support to the MS.
- (2) If a soldier is exempt from the mobilization order and is transitioning to another unit or a control group, or is being discharged, the unit will prepare an appropriate JUMPS-RC administrative request, requesting the account be transferred to a new unit or removed from the RCMPF as appropriate.
- (3) The unit will separate all mobilization actions from regular JUMPS-RC input and check the "MOBILIZATION" block in the processing priority section of DA Form 4491 and then forward the documents to the input station
- (4) The unit will submit DA Form 5350 to DFAS to pay Inactive Duty Training (IDT) up to and including the day before the effective date of the mobilization order.
- (5) The pay account for individual soldiers mobilized (as opposed to a unit

mobilization) for six months or more must be deleted from the RCMPF. The pay accounts of soldiers or units mobilized for less than six months will continue to be maintained on the RCMPF. When the mobilization is less than six months but more than 30 days, the unit will request the training pay category (TPC) for each mobilized soldier be changed to "Y".

(6) Individual Mobilization Augmentees (IMA) and Individual Ready Reserve (IRR) soldiers do not have pay accounts established in the RCMPF. When these soldiers report to their MS, the DMPO vice finance and accounting office will establish them on the active force pay system (JUMPS-AA).

b. Army National Guard (ARNG) Forces.

(1) DFAS will transfer pay accounts from JUMPS-RC to the active force pay file (JUMPS-MMPF) upon receipt of notice of mobilization of the unit. The State Adjutant General will notify the USP&FO by letter, order, or other appropriate form, indicating the following information for each call or order to active Federal service:

- (a) Unit designation.
- (b) UIC and unit PRN.
- (c) Mobilization order number, issuing authority and date of the order.
- (d) Effective date of mobilization.
- (e) Mobilization Station.
- (f) The name and DSSN of the active Army station providing pay support at the MS.

(2) The USP&FO will then call the Operations Center, Centralized Pay Operations, DFAS, DSN: 699-2721 and provide the above information and the name of the individual calling (the caller must be on the USAFAC list of authorized callers). If some personnel within a mobilized unit are exempt from the mobilization order, individual "8" card transactions must be prepared to either transfer (ADM PRUN) the soldier to another unit or separate (SEP) the soldier prior to the effective date of mobilization.

(3) Units mobilized for short periods (less than six months), specified or indefinite, involving civil or other actions or for State duty will contact the State Adjutant General for instructions regarding method of payment.

4. PAY AND ALLOWANCES. Pay and allowances will be paid IAW the Department of Defense Military Pay and Allowances Entitlements Manual (DODPM) and the Joint Federal Travel Regulations (JFTR).

5. PROCEDURES FOR MAKING CASH PAYMENTS FOR SUPPLIES AND SERVICES FOR MOBILIZATION PURCHASING AUTHORITY. See FR 500-3-3, RC Unit Commander's Handbook, Annex B.

6. MANPOWER MANAGEMENT. This paragraph should include instructions for identification of increased manpower requirements for support for mobilized units. Specific guidance is contained in FR 500-3-1, Annex T, Resource Management.

7. FUNDING. This paragraph should contain all funding guidance for units mobilizing at the installation. Specific

guidance is contained in FR 500-3-1, Annex T, Resource Management.

**ANNEX N Engineer to Ft XXXXX
Mobilization Plan**

1. MISSION. The Directorate of Engineering and Housing/Facilities Engineering:

- a. Is responsible for the development and execution of plans, programs, and funding necessary for the physical expansion of the MS and its facilities to receive, house, train, and deploy the Army during mobilization.
- b. Will provide engineering support and services as required for mobilizing RC units.

2. GENERAL.

- a. Scope. FORMDEPS Volume I, II, and III; TMOPES Volume III (TRADOC Training Base Expansion Plan); The Health Services Command Mobilization Plan; and the USAMC or USASC mobilization plans and AR 5-9 provide the mobilization missions for the MS and serve as the basis for development of this plan.
 - b. Guidance. The above documents provide MACOM level guidance. Additional related guidance is contained in the references.
- (1) The installation mobilization plan will be developed and programmed to ensure the availability of facilities to accomplish all installation missions. Installation engineer requirements for mobilization expansion will be defined in the Installation Mobilization Master Plan (IMMP) which is published separately.
- (2) The IMMP Executive Summary is to be a part of the installation mobilization plan.

c. Tasking.

- (1) _____ is designated as an overall coordinator for mobilization planning in the Directorate of Engineering and Housing Facility Engineers.
- (2) The Directorate of Facilities Engineering operating divisions will plan and program their mobilization requirements to ensure required service support such as fire prevention and protection, trash collection, etc.
- (3) A Building Assignment Plan will be prepared as Appendix 1 of the installation mobilization plan. It will include the proposed locations of each unit/agency and the duration of occupation subsequent to mobilization. Additionally, it must include assignments for dining facilities, admin facilities, motor pools, and parking areas.
- (4) A Mobilization Installation Population Graph will be prepared as Appendix 2. This graph will depict a weekly representation of the total effective population from the day a level of mobilization is declared to M+52 weeks. The data point values will be shown on the graph as the number of people which will include GSF, medical patients, trainees, confinement prisoners, deployers, TDA, and others (must be defined as legend). The "Existing Troop Housing" line must be labeled as to the standard number of square feet used to calculate this value. The "M" construction baseline may be modified to represent permanent construction as well as "M" drawing construction. The area of the installation population curve which remains in the shaded area must be addressed as a deficiency. Provisions must be made to accommodate this shortfall, even if temporary, non-construction alternatives are necessary.

3. EXECUTION:

a. Executive Summary of IMMP

b. Premobilization. A detailed facilities plan to adequately provide for the assigned missions will be prepared and a general site plan provided in the MOB Master Plan. In addition:

(1) All operating divisions will review FORMDEPS, Volume I, FORSCOM Mobilization Plan.

(2) Each division in the Directorate of Engineering and Housing or Facilities Engineering will plan for the projects required to support mobilization. Plans and projects will be maintained and ready for implementation on order.

(3) Required plans, programs, and actions will be completely revised triennially and when dictated by changes in the installation's mission.

c. Mobilization.

(1) On alert, review this plan and supporting actions, programs, projects, etc., update where appropriate.

(2) On order, implement this plan. Be prepared to modify planned actions to conform to mobilization directives of higher headquarters.

(3) Report requirements:

(a) Recommendations for disposition of major construction, Army (MCA); major construction, Army Reserve (MCAR); minor MCA; and minor MCAR projects will be submitted within 5 days of receipt of

authority to proceed with mobilization actions. Use of MOBPRO to accomplish these will be initiated by HQUSACE. Recommendations for MCA, MCAR, and minor MCA will be forwarded through channels to HQDA (DAEN-ZC) utilizing the PAX System. Recommendations for minor MCAR projects will be sent to HQ FORSCOM, ATTN: FCEN-CDR, utilizing the PAX System.

(b) Submit confirmation of expansion requirements through MOBPRO indicated in appendix 3 to MACOM. Furnish information copy to District Engineer Office and HQ FORSCOM DCSSENGR.

(c) Submit requests for additional real estate to MACOM by M+5 days.

(d) Submit to MACOMs NLT M+25 days a list of specific projects and activities from which additional relief is required (environmental legislation of Federal, State, or local laws or regulations applicable to each project or activity with a brief statement of justification for each case).

(e) Any other report deemed necessary to mobilize and deploy.

APPENDICES

- 1 - Building Area Assignment Plan
- 2 - Mobilization Installation Population Graph
- 3 - Construction List
- 4 - NIF List

**ANNEX O Unit Training to Ft XXXXX
Mobilization Plan**

1. GENERAL.

a. This annex provides guidance and establishes objectives and procedures for the execution of the post-mobilization unit training mission.

b. Post-mobilization training will orient on wartime Mission Essential Task List (METL) and be conducted IAW appropriate ARTEP or ATP, if no ARTEP is published.

c. Assumptions.

(1) Development of unit PMT programs will be based on the status of training after annual training (AT), as updated by tasks completed during IDT and decay of mission tasks from time after AT.

(2) Units will require some training in all collective tasks. Combat units may require "train-up" at another location than the MS.

(3) Units will arrive with a requirement to qualify all personnel on individual or crew served weapons.

(4) Personnel will require extensive training on common soldier tasks and selective individual MOS task refresher training.

(5) All personnel will require some individual MOS/AOC training.

2. RESPONSIBILITIES.

a. Upon arrival of RC units, installation commanders will evaluate training programs and assist them in developing and finalizing post-mobilization training.

b. Schedule maneuver areas and ranges.

c. Coordinate usage of classrooms and training facilities or resources.

d. Coordinate training needs utilizing information from the Postmobilization Training and Support Requirements (PTSR).

3. Additional guidance for training should be extracted from Annex O (Unit Training) to FORSCOM Mobilization Plan.

**ANNEX P Mobilized Unit Inprocessing
Center (MUIC) to Ft XXXXX
Mobilization**

1. GENERAL.

a. This annex provides guidance and establishes objectives for processing mobilized units at mobilization stations.

b. The MUIC Command & Staff will focus on six primary objectives in unit processing from reception of the mobilized unit at the mobilization station to deployment. In order, these objectives include the housing and feeding of processing units, facilitating Soldier Readiness Processing (SRP), coordinating processing and shipment of unit vehicles and equipment, assisting the MAT with the planning of individual and collective training, participating in unit validation and ultimately unit deployment.

c. Assumptions.

(1) Units will arrive in need of administrative and training planning assistance.

(2) Units will ship vehicles and equipment to theater before individual and collective training begins.

(3) SRP and vehicle maintenance and shipment will occur first.

(4) Units will require centralized housing, dining facilities, ranges and classrooms and transportation.

(5) Units will require medical and dental support.

(6) OPSEC, and security of classified documents and sensitive items will be

required upon arrival at the mob station and during unit processing.

2. RESPONSIBILITIES.

a. The MUIC provides Command and Control, coordinates administrative, logistical, and training support, tracks and reports on the training status of mobilized reserve component units. Provides for housing and feeding of mobilized units during their processing and coordinates sustainment training for validated units remaining at the mob station for an unspecified period. Maintains Special Courts-Martial authority in the MUIC area.

b. The MUIC coordinates closely with MAT, G1 and G4 representatives. Reports to the G3.

**ANNEX Q Legal to Ft XXXXX
Mobilization Plan**

1. GENERAL.

a. Responsibilities of the installation commander (see note).

b. Sources of legal support.

2. MISSION.

3. EXECUTION.

a. Concept:

(1) Exercise of general and special court-martial jurisdiction (see note).

(2) Provision of legal assistance services (see note).

(3) Provision of claims services. Include provisions for appointment of additional area claims authorities, claims processing authorities, claims judge advocates, claims attorneys (civilian), and recovery judge advocates, where appropriate.

(4) Provision of general administrative law services (see note).

(5) Provision of contract law advice. Include special procedures to apply under mobilization conditions.

(6) Provision of military magistrate services. Include provisions for appointment of a part-time military magistrate where appropriate.

b. HQ FORSCOM SJA responsibilities.

c. CONUSA responsibilities.

d. Installation SJA responsibilities.

(1) Participate in FMP updates.

(2) Develop individual mobilization augmentee positions and mobilization TDA.

(3) Plan for provision of legal support (see note).

(4) Plan for exercise of appropriate (general, special and summary) court-martial convening authority (see note).

(5) Review mobilization command and control plan regarding exercise of court-martial jurisdiction.

(6) Plan for the provision of legal assistance and other services (see note).

(7) Plan for the provision of claims services (see note).

(8) Coordinate mobilization planning with the appropriate CONUSA.

APPENDICES:

1- Detailed plans for legal assistance and other services.

2- Acquisition (procurement) procedures.

3- Designation of additional area claims authorities, claims processing authorities, claims judge advocates, claims attorneys (civilians), and recovery of judge advocates.

4- Court martial jurisdiction and legal services (see note).

5- Admin law services.

6- Trial defense service support (see note).

7- Trial judiciary support (see note).

NOTE: See appendix 2, Annex Q, FORSCOM Mobilization Plan for guidance concerning provisions which should be

included for legal support to semiactive installations and SOMS upon mobilization.

**ANNEX R Reports to Ft XXXXX
Mobilization Plan**

This annex should identify reports the installation staff receives and provides to higher headquarters during pre and postmobilization. Consider only making reference to reports already identified in other functional annexes, i.e. SITREP, INTREP.

**ANNEX S Chaplain to Ft XXXXX
Mobilization Plan**

1. GENERAL.

a. Purpose. To identify the responsibilities of the Installation Chaplain in planning for and executing all levels mobilization.

b. Assumptions. Basic plan.

2. MISSION.

a. Advises the commander and his staff on all matters of religion and morals, and morale as affected by religion.

b. Coordinates the religious ministry program of the installation.

c. Coordinates chaplain assignments according to faith mix guidance.

d. Supervises the administration of all chaplain programs and systems.

2. EXECUTION.

a. Provides the chaplain annex for the Installation Mobilization Plan.

b. Prepares a Chaplain Mobilization SOP which addresses as a minimum the following areas: mission, administration, budget and funds, logistics, facilities, personnel, training and religious coverage plan.

c. Establishes liaison with CONUSA Chaplain for mobilization preparedness and chaplain and chaplain assistant cross-leveling during mobilization to include the reporting of all deploying units.

d. Establishes contact with senior supervisory RC chaplains for the planning and coordination of RC Unit Ministry Team

(UMf) activities and religious support during mobilization.

e. Establishes contact with Reserve Component chaplains scheduled to mobilize at the installation to determine biographical information needed for cross-leveling responsibilities.

f. Includes Reserve Component chaplains and chaplain assistants located in the installation area in on-going chaplaincy training programs.

g. In coordination with CONUSA chaplains, plans and implements chaplain mobilization exercises for installation chaplains and Reserve Component chaplains scheduled to mobilize at the installation.

h. Ensures preparedness of all chaplaincy personnel to include the training of chaplains and chaplain assistants in the cultural aspects of the theater to which they are to be deployed.

i. Provides for the implementation of all religious ministry for the command.

j. Supervises chaplaincy personnel and training matters.

k. Coordinates receipt and issue of supplies and equipment for chaplain activities.

l. Plans and implements the chaplain appropriated and nonappropriated budgets.

m. Establishes liaison with chaplains of higher and adjacent headquarters, with the local civilian clergy, and with the social

agencies that could be helpful in meeting the needs of soldiers and their families.

n. Establishes an area coverage plan to provide for the religious needs of all personnel.

o. Maintains a current roster of retired UMT members who live in the geographical area and/or have hip pocket orders to the installation in coordination with the ARPERCEN Chaplain. These assets will be the fast available for installation religious coverage as active and reserve component personnel deploy.

p. Provide training on indigenous religions of the theater of operations for all UMT deploying at the mobilization station and ensures that all deploying soldiers receive the training.

5. OTHER. Faith-mix guidance recommends one Jewish chaplain and four Catholic chaplains per division with Protestant chaplains assigned to the remaining division spaces. At least one Catholic chaplain should be assigned to separate brigades with the remaining spaces allotted to Protestant chaplains.

**ANNEX T Provost Marshal Activities to
Fort XXXXX Mobilization Plan**

NOTE: Provost Marshals will include all subject areas peculiar to their geographical locations.

1. General.
2. Execution. (Paragraph should cover the following areas:
 - a. Maintenance of Law and Order.
 - b. Access Control.
 - c. Critical Facilities.
 - d. Circulation control.
 - e. Absentee deserter apprehension program.
 - f. Crime prevention.
 - g. Confinement planning.
 - h. Force Protection
 - i. Terrorism counteraction.
 - j. Civil disturbance.
 - k. Coordination with local, state, and federal law enforcement agencies.
 - l. CID support.
 - m. Enemy prisoner of war operations (if applicable).
 - n. Privately owned vehicles (security).
 - o. Privately owned weapons control measures.
 - p. MOBTDA development and implementation.
 - q. Military Working Dogs.

**ANNEX U Mobilization Assistance Team
to Fort XXXXX Mobilization Plan**

1. General:

- a. Purpose.
- b. Applicability.
- c. Assumptions.

2. Mission.

3. Concept of Operations.

- a. 200K Call up.
- b. PARTIAL Mobilization.
- c. FULL Mobilization.

4. Responsibilities.

- a. Installation Staff (include provision of support to assigned MAT e.g., quarters, rations, transportation, communications).
- b. MAT Chief.
- c. Other headquarters (tenant units, higher headquarters, or others that perform functions or provide resources that affect MAT operations).

5. Coordinating Instructions.

- a. Show sources/ activities from which MAT resources are received.
- b. Direct coordination between MAT chiefs and senior advisor of RC units is encouraged.

APPENDICES

- 1 - MAT Staffing Guide (IAW CONUSA Mobilization Plan)

**ANNEX V Direct or Modified
Deployment Procedures to Fort XXXXX
Mobilization Plan**

This annex will identify those installation procedures to be followed to provide support to designated direct or modified deploying units to include units conducting home station mobilization..

**ANNEX X Glossary to Fort XXXXX
Mobilization Plan**

Annex should include a listing and explanation of terms, acronyms, and abbreviations pertinent to the installation, its mobilization activities, and/or organizations which are essential for understanding the plan.

**ANNEX Y References to Fort XXXXX
Mobilization Plan**

Annex should contain only essential references, arranged by functional area, e.g., personnel, engineer, logistics, that are pertinent to information contained in the plan.

**ANNEX Z Distribution to Fort XXXXX
Mobilization Plan**